

Superfund Program Implementation Manual FY 06/07

Appendix B: Response Actions

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Appendix B: Response Actions

Table of Contents

APPENDIX B: RESPONSE ACTIONS	B-1
B.A. CURRENT PROGRAM PRIORITIES.....	B-1
<i>B.A.1. Protect Human Health and the Environment</i>	<i>B-1</i>
a. Pipeline Management Review/RA Construction.....	B-1
b. Post Construction Completion.....	B-2
c. Superfund Alternative Sites.....	B-3
d. Agency for Toxic Substances and Disease Registry	B-3
<i>B.A.2. Maximize Program Effectiveness and Efficiency.....</i>	<i>B-4</i>
a. Innovative Technologies	B-4
b. Effective Contract Management	B-5
c. Superfund Redevelopment Initiative.....	B-5
B.B. FY 06/07 RESPONSE TARGETS AND MEASURES	B-6
<i>B.B.1. Overview of FY 06/07 Response Actions Targets/Measures</i>	<i>B-6</i>
<i>B.B.2. Record of Decision (ROD).....</i>	<i>B-8</i>
a. ROD Changes	B-8
b. RODs Requiring No Physical Construction.....	B-10
<i>B.B.3. Response Action Definitions.....</i>	<i>B-11</i>
PART I. REMEDY SELECTION	B-11
a. Remedial Investigation (RI) Starts (NPL & Superfund Alternative).....	B-11
b. Feasibility Study (FS) Starts (NPL & Superfund Alternative).....	B-14
c. Combined RI/FS Start (NPL & Superfund Alternative).....	B-18
d. Treatability Studies	B-21
e. Start of Public Comment Period (Proposed Plan to Public) (NPL & Superfund Alternative).....	B-22
f. RI/FS Duration (NPL & Superfund Alternative)	B-23
g. Engineering Evaluation/Cost Analysis (EE/CA).....	B-23
h. Decision Documents Developed	B-24
i. Final Remedy Selected.....	B-27
PART II. REMEDIAL IMPLEMENTATION	B-28
j. Removal Starts – this section has been moved to Appendix M.....	B-28
k. Remedial Design (RD) Start (NPL & Superfund Alternative)	B-28
l. RD Completion (NPL & Superfund Alternative)	B-31
m. Remedial Action (RA) Start (NPL & PRP-lead Superfund Alternative).....	B-32
n. RA Contract Award (NPL & PRP-lead Superfund Alternative)	B-37
o. Start of On-Site Construction.....	B-38
p. Operational and Functional (O&F)	B-43
q. Completion of a Response Action/Activity (NPL & PRP-lead Superfund Alternative).....	B-44
r. NPL Site Construction Completions.....	B-47
PART III. POST CONSTRUCTION COMPLETION	B-51
s. Long-Term Response Action (LTRA and PRP LR) (NPL & PRP-lead Superfund Alternative).....	B-51
t. Operation and Maintenance (O&M).....	B-53
u. Cleanup Goals Achieved	B-54
v. NPL Site Completions.....	B-55
w. <u>Five Year Reviews</u>	B-56
x. Partial NPL Deletion	B-58
y. Final NPL Deletion.....	B-59
z. Site with Land Ready for Reuse.....	B-60
aa. Acres at Sites with Land Ready for Reuse.....	B-62

Appendix B: Response Actions

Table of Contents

<i>PART IV. ENVIRONMENTAL INDICATORS.....</i>	<i>B-64</i>
bb. <u>Long-Term Human Health Protection Indicator.....</u>	B-64
cc. <u>Migration of Contaminated Ground Water Under Control</u>	B-66
dd. Populations Protected	B-68
ee. Cleanup Volume	B-69
<i>PART V. SUPPORT ACTIVITIES</i>	<i>B-70</i>
ff. Support Agency Assistance	B-70
gg. Technical Assistance	B-71
hh. Pre-Design Assistance.....	B-71
B.C. SUBJECT MATTER EXPERTS.....	B-73

List of Exhibits

EXHIBIT B.1. - RESPONSE ACTION ACTIVITIES	B-7
EXHIBIT B.2. - LONG-TERM HUMAN HEALTH PROTECTION INDICATOR.....	B-65
EXHIBIT B.3. - SUPERFUND MIGRATION OF CONTAMINATED GROUND WATER UNDER CONTROL WORKSHEET	B-67
EXHIBIT B.4. - SUBJECT MATTER EXPERTS.....	B-73

APPENDIX B RESPONSE ACTIONS

B.A. CURRENT PROGRAM PRIORITIES

B.A.1. Protect Human Health and the Environment

Protection of human health and the environment remains the highest priority for the Superfund Program. EPA will continue to address the worst sites first while balancing the need to complete response actions at sites. The Agency will ensure that available resources are disbursed in a fiscally sound manner. Maximizing Potentially Responsible Party (PRP) involvement remains a high priority.

a. Pipeline Management Review/RA Construction

As of October 1, 2005, Superfund has 1,529 final and deleted sites on the NPL, of which approximately 1,152 have final cleanup plans approved. As the program has matured, more sites have advanced to the construction phase. Superfund construction projects are technically complex and costly, and the growth in the number, size, duration and cost of these projects over time has resulted in a backlog of construction projects awaiting funding. Superfund cleanups directly support the Agency goal of ensuring that the Nation's land is protected.

Funding for Superfund construction projects is critical to achieving risk reduction and construction completion measures. Although funding levels for the program have remained relatively stable in recent years, the cost of the Superfund construction projects underway and those awaiting funding is increasing. As a result, a backlog of projects ready to begin construction; but awaiting funding has developed.

The Agency is continuing the following internal actions to address the shortfall in funding by:

- (1) Reviewing the scope, budget and schedule of ongoing construction projects to ensure available resources are directed where they are immediately needed,
- (2) Reviewing construction start candidates to ensure that sites that present an immediate risk to human health are addressed, while balancing the programmatic need to complete construction at other sites,
- (3) Emphasizing "enforcement first" to maximize the involvement of responsible parties in conducting cleanups, and making financial assurance arrangements to protect against the risk of default by a liable party on closure or clean-up obligations, and
- (4) Aggressively pursuing alternative sources of funding to supplement annual appropriations. These include unexpended funds in program contracts and other funding agreements, and responsible party settlement resources that are available and can be used to finance response actions. EPA will use deobligated funds for remedial work at high priority sites.

The first priorities for response funding are classic emergencies and actions necessary to address immediate threats to human health. Ongoing RAs, mixed funding, and mixed work projects receive priority for funding over new cleanup work. New Fund-financed cleanup work (with the exception of emergency and time-critical removal actions) will be subject to priority ranking by the National Risk-Based Priority Panel and will be screened to ensure actions have been taken to compel all appropriate PRPs to conduct the cleanup. The Panel consists of representatives from each region and HQ (OSRTI and OSRE) and utilizes a risk-based environmental priority setting approach. New cleanup work is funded based on actual or potential risks to human health and the environment as well as the need to maintain construction progress. Determination on whether a project represents new or ongoing work will be made by the Panel. New cleanup work consists of large removal actions that exceed funding levels available within a region's baseline removal budget, as well as cleanup construction activities at sites. The panel meets one or more times a year for evaluation of projects.

b. Post Construction Completion

As a result of the increase in construction completion sites, the post construction workload required to ensure that the Superfund response actions remain protective for human health and the environment is also increasing. Post construction encompasses a number of discrete but related activities including: Five Year Reviews; implementation, monitoring and enforcement of institutional controls; operation and maintenance and long-term response actions; optimization of remedies; and deletion of sites from the NPL. EPA, states, Federal facilities, PRPs, local governments and communities all play an integral role in performing post construction activities. External stakeholder interest in post construction activities is high.

Five Year Reviews are required by statute and program policy, generally when residual contamination remains on site after cleanup, or when remedies require more than five years to complete. Five Year Reviews provide an opportunity to evaluate remedies, identify problems or deficiencies, and recommend adjustments to operations and maintenance where necessary. Five Year Reviews have been completed at approximately 1400 sites as of November 2004. Approximately 200 reviews per year are scheduled over the next several years. A Five Year Review module has been added to CERCLIS to improve scheduling, tracking and reporting of Five Year Review activities.

Institutional controls are administrative and/or legal mechanisms intended to minimize the potential for exposure to contamination and protect the integrity of a remedy. Examples of institutional controls include zoning restrictions, excavation and building permits, easements, covenants, deed notices, and advisories. Although institutional controls are recognized as critical remedy components, the challenge is that they are often implemented, monitored and enforced by entities other than those responsible for the cleanup. As a matter of policy, institutional controls are necessary if a site cannot support unrestricted use and unlimited exposure due to residual contamination and/or there are engineered remedy components that may be damaged by uncontrolled future site activities. Institutional controls can be used at any point in the cleanup; however, implementation frequently lags behind the completion of physical construction. Institutional controls do not need to be in place to achieve construction completion, but delays in implementing institutional controls will impact the ability to delete sites from the NPL. Institutional controls are receiving continued emphasis, and in September 2004 EPA issued a "Strategy to Ensure Institutional Control Implementation at Superfund Sites."

Operation and maintenance (O&M) is an important component of a Superfund response to ensure that the remedy performs as intended. Actions range from maintaining engineering containment structures (e.g., landfill covers) to operating groundwater remediation systems. O&M is the responsibility of the Federal facility, PRP or state. EPA is responsible for assuring that the work is adequately performed for the life of the project. One exception is for Fund-financed groundwater remediation systems where EPA retains operating responsibility for up to ten years (called Long Term Response Actions (LTRA)) prior to transferring the system to the state. Many sites are nearing the end of the ten year period and regions must prepare these sites for transfer.

Once groundwater remediation systems have been operating, opportunities may exist to optimize or more efficiently operate the system. EPA conducted pilot optimization studies and in August 2004, issued the "Action Plan for Ground Water Remedy Optimization." Optimization reviews can help provide assurances that these systems are operating efficiently prior to transfer to the state for long term operations. Optimization protocols also can be made available to PRPs and Federal facilities.

Sites can be deleted from the NPL once all response actions are complete, including implementation of institutional controls, and all cleanup levels have been achieved. As of October 2004, 290 sites were deleted from the NPL. Partial deletion is also a means to return portions of a site to reuse.

c. Superfund Alternative Sites

The category of "Superfund Alternative (SA) sites" has been identified in OSWER 92-08.0-17, "Revised Response Selection and Settlement Approach for Superfund Alternative Sites," a directive issued on June 17, 2004, by OSRE and OSRTI. This "SA" designation is an important component of the work of the Superfund program, with an increased number of sites addressed as SA sites. In order to provide accurate reporting of work and appropriate credit to EPA regions for cleanup of non-NPL sites as well as NPL sites, SA sites have been incorporated into the SPIM.

For purposes of this appendix, references to remedial pipeline activities [i.e., Remedial Investigation (RI), Feasibility Study (FS), Combined RI/FS, Remedial Design (RD), Remedial Action (RA)] at Superfund Alternative sites apply only to those Fund-lead and PRP-lead activities at sites that the region has determined would achieve a Hazard Ranking System (HRS) score greater than or equal to 28.5. Such response actions must be carried out in a manner not inconsistent with the National Contingency Plan (NCP). Sites proposed to the NPL may be included in this category. Regions should maintain adequate site documentation to support the 'Superfund Alternative' designation based on the criteria referenced above. Regions should seek PRP-lead for all remedial pipeline activities at Superfund Alternative sites; these sites must be PRP-lead for RAs. Credit for PRP-lead remedial pipeline activities at Superfund Alternative sites will only be given for activities conducted pursuant to enforceable order or agreement. Sites that meet these criteria should be identified in [CERCLIS](#) using the special initiatives indicator of "Superfund Alternative."¹

d. Agency for Toxic Substances and Disease Registry

Superfund has a close working relationship with the Agency for Toxic Substances and Disease Registry (ATSDR), the lead public health agency responsible for implementing the health-related provisions of CERCLA. ATSDR's mission is to serve the public by using the best science, taking responsive public health actions, and providing trusted health information to prevent harmful exposure and disease related to toxic substances. ATSDR is charged with assessing health hazards at specific Superfund sites, helping to prevent or reduce exposure and the illnesses that result, and increasing knowledge and understanding of the health effects that may result from exposure to hazardous substances. ATSDR works closely with state, local, and other federal agencies to reduce or eliminate harmful health effects that are related to exposure to toxic substances at waste disposal and spill sites.

ATSDR's mission is supported by five goals, which are included in the agency's 5-year strategic plan for 2002 through 2007. These goals are as follows:

Goal 1—Evaluate human health risks from toxic sites and releases and take action in a timely and responsive public health manner.

Goal 2—Ascertain the relationship between exposure to toxic substances and disease.

Goal 3—Develop and provide reliable, understandable information for affected communities, tribes, and stakeholders.

Goal 4—Build and enhance effective partnerships.

Goal 5—Foster a quality work environment at ATSDR.

ATSDR will continue to work closely with Superfund, collaborating to protect the public's health and providing health-related information to help prevent harmful exposures.

¹The measures outlined below for remedial pipeline activities at Superfund Alternative sites are established with the intent of capturing environmental progress previously not accounted for in existing reporting systems. Their establishment is not intended to affect established priorities for response resource allocation.

B.A.2. Maximize Program Effectiveness and Efficiency

To maximize the effectiveness and efficiency of the Superfund program during FY06/07, EPA HQ and regions will work to improve the implementation of the program based on the following processes.

a. Innovative Technologies

Environmental technology development and commercialization are a top national priority for this Administration. EPA is committed to encouraging the use of new or innovative technologies for contaminated soils and groundwater. Over the next decade, the Superfund program and other federal agencies will spend billions of dollars each year to clean up sites contaminated with hazardous wastes. This commitment will require the use of a wide range of site remediation processes. While existing technologies that characterize and remediate contaminated sites have been successful, the investment in site cleanup provides new opportunities for the development of less expensive and more effective solutions.

The Agency has made considerable progress using new technologies in Superfund. More than half of the recent remedial cleanup decisions for source control call for technologies that were not available when the law was reauthorized in 1986. The large cleanup needs remaining in EPA programs, as well as the formidable future requirements for state and other federal agencies, provide a continuing impetus to find more effective and less costly solutions.

The unique and varying problems posed by contaminated sites present a challenge that requires knowledge and techniques from different technical disciplines. The solutions to these problems are not to be found in existing design manuals or standards of practice. Rather, EPA is developing procedures as it goes along by creatively applying technologies from various industrial applications to unique site conditions. This field of hazardous site remediation is rapidly evolving and requires considerable effort to remain informed of recent developments.

EPA is attempting to expand the participation of responsible parties in technology development by altering the Agency's historical role and working more closely with the private sector as a partner with shared objectives. Conventionally, EPA has been viewed only as a regulator, permit issuer, and enforcer at arms' length from industry. EPA has been working to build stronger relationships with the private sector that are based on other EPA roles including technology broker, researcher, and grant maker. These cooperative efforts are expected to result in better-directed research and more joint demonstration projects. A number of significant collaborative endeavors in the areas of technology development and evaluation are currently under way.

The Agency is also very committed to the dissemination of information on technology development, evaluation and deployment. Electronic information resources offer the best hope for keeping pace with rapid developments in this field. The Clean-Up Information (CLU-IN) web site at <http://clu-in.org> offers waste professionals a rich source of current information on technologies and markets. The TechDirect monthly electronic-mail service offers subscribers up-to-date information on new remediation technology products and services developed by EPA.

b. Effective Contract Management

Good contract management is a Superfund priority, as well as an Agency-wide priority. In this regard, in 1996, the Agency established a national workgroup to develop a new Superfund acquisition strategy for the year 2000 and beyond. The Contracts 2000 strategy was built upon the Long Term Contracting Strategy (LTCS) paradigm. The new strategy retained two key tenets of LTCS – a one-program approach and decentralization of contracts management to the regions – and kept the LTCS contracts infrastructure in place.

The Contracts 2000 strategy report and implementation framework were issued in 1999. The major goals of Contracts 2000 were: 1) balancing national consistency with regional flexibility; 2) introducing more competition into the contracting process; 3) increasing small, small disadvantaged, and women-owned business participation in the Superfund contracting program; 4) adopting new contracting vehicles and methods such as performance-based contracting, and fixed price contracting; and 5) developing “performance focused” statements of work for all of the follow-on contracts.

Under Contracts 2000, the Agency awarded 76 contracts for the START (Superfund Technical Assessment and Response Team), ERRS (Emergency and Rapid Response Services), ESS (Enforcement Support Services), ROC (Regional Oversight Contracts), and ESAT (Environmental Services Assistance Teams) contracts and developed a strategy for acquiring Superfund design and construction services when the current Response Action Contracts (RACs) expire. Thirty-one of these contracts were awarded as 8(a) or small business. Superfund contracts are mostly operated out of EPA’s ten regional offices. The next generation of Superfund contracts are being procured as these contracts expire.

The Contracts 2000 strategy was further refined for design and construction. The RACs are being replaced by the RACs 2 using a menu approach where regions have a choice of several contracts: Remedial Design, Remedial Action, Full-Service, Site-Specific, Interagency Agreements, and Cooperative Agreements. The RACs 2 are the Full-Service contracts that are identical in scope to the RACs. The RACs 2 Lite (also known as Architect & Engineering Services (AES)) perform the design portion, but do not include construction in the scope. Construction is then performed using one of the other options such as a Site-Specific contract.

c. Superfund Redevelopment Initiative

Superfund cleanups address real threats to public health and the environment and have been instrumental in returning sites to productive uses. In the last six years, EPA has become increasingly aware of the importance of fully exploring future use opportunities at Superfund sites with its partners before selecting and implementing cleanup remedies. This shift in thinking has resulted in Superfund sites, which were once thought to be unusable, being “recycled” back into productive use. EPA is encouraging the reuse of Superfund sites in several ways, such as making cleanup decisions that are consistent with intended reuse and limiting the liability of interested developers. Large and small businesses, shipping terminals, community libraries, sports fields, and golf driving ranges are just a few of the many ways in which Superfund sites are being reused following their cleanup.

The Superfund program is undertaking a nationally coordinated effort — the Superfund Redevelopment Initiative (SRI)— to facilitate the return of Superfund sites to productive use. Announced on July 23, 1999, this program builds on the success noted above, as well as on the achievements of the Superfund reforms focused on economic redevelopment. In carrying out this program, the priority remains the protection of human health and the environment. While operating within the current regulatory and statutory framework, EPA will take full advantage of its administrative flexibility in implementing SRP. The Superfund Program remains committed to accelerating the pace of cleanups and to its “enforcement first” approach, which includes the recovery of costs from those responsible for the pollution. SRP will focus on the activities that support remedy selection and design. EPA does not anticipate reopening formal decisions already made, such as RODs and enforcement orders and decrees.

On November 10, 2004, EPA announced the Return to Use Initiative, the next step for SRI, aimed primarily at vacant Construction Complete sites. Eleven demo projects were selected. Regions are now evaluating additional sites for reuse potential under this program. Under SRI, pilot projects are selected by regions to enhance the involvement of local governments in determining the potential future uses of Superfund sites and to demonstrate tools that can be used to facilitate redevelopment. Approximately 60 pilots are underway. All pilots are being monitored and evaluated for lessons learned and potential future program enhancements. The other components of SRP include: revisions to policy and guidance, where needed, and new guidance and technical tools; outreach to share information about site reuses, the tools that can help stakeholders repeat those successes at other sites, and the reuse potential of specific sites; and partnerships with other public and private entities with resources or other capabilities to support the redevelopment of the sites. (Please see the Superfund Redevelopment web site at www.epa.gov/superfund/programs/recycle/index.htm). The reuse of Superfund sites is taking place now, and thanks to a coordinated national effort, EPA will be accomplishing even more.

B.B. FY 06/07 RESPONSE TARGETS AND MEASURES

B.B.1. Overview of FY 06/07 Response Actions Targets/Measures

The Superfund Comprehensive Accomplishments Plan (SCAP) is used by the Assistant Administrator for the Office of Solid Waste and Emergency Response (AA OSWER), Assistant Administrator for the Office of Enforcement and Compliance Assurance (AA OECA), and senior Superfund managers to monitor progress each region is making towards achieving the Government Performance and Results Act (GPRA) annual performance goals. In addition, SCAP will continue to be used as an internal management tool to project and track activities that contribute to these GPRA goals and support resource allocation. The program will set national goals based on historical performance and performance expectations within a limited budget for the performance goals in GPRA and track accomplishments in the activities contributing to those goals. Regions should continue to plan and report accomplishments in [CERCLIS](#) as they have traditionally.

To more clearly reflect the relationship between GPRA and the SCAP process, GPRA annual performance goals and measures and program targets and measures are defined as follows:

- **GPRA Annual Performance Goals (APG) and GPRA Annual Performance Measures (APM)** - The Agency's Annual Plan describes the specific annual performance goals, annual measures of outputs and outcomes, and activities aimed at achieving the performance goals that will be carried out during the year. APGs are the specific activities that the Agency plans to conduct during the fiscal year in an effort towards achieving its long-term strategic goals and objectives. APMs are used by managers to determine how well a program or activity is doing in achieving milestones that have been set for the year. The annual performance goals will inform Congress and Agency stakeholders of the expected level of achievement for the significant activities covered by the GPRA objective. The goals are a subset of the overall planning and budgeting information that has traditionally been tracked by the Superfund program offices.
- **Program Targets and Measures** cover activities deemed essential to overall program progress. Program targets project the number of actions that each region is expected to perform during the year and are used to evaluate progress in achieving program priorities. Program measures are parameters established for evaluating these program priorities. Targets are set for the various program measures. For Five Year Reviews, program targets are used to identify and track the specific number of sites, not actions. For statutory reasons, these sites must be targeted site specifically and cannot be substituted for other sites.

The following pages contain, in pipeline order, the definitions of the FY 04/05 removal and remedial activities, GPRA annual performance goals, GPRA and program measures, and removal and remedial project support activities. Exhibit B.1 displays the full list of removal and remedial activities defined in this Appendix. Exhibit B.4, at the end of this Appendix, lists the subject matter experts for each relevant subject area.

EXHIBIT B.1.
RESPONSE ACTION ACTIVITIES

ACTIVITY	GPRA	PROGRAM	
		Target	Measure
Remedial Investigation (RI) Starts (NPL & Superfund Alternative)			✓
Feasibility Study (FS) Starts (NPL & Superfund Alternative)			✓
Combined RI/FS Starts (NPL & Superfund Alternative)			✓
Treatability Studies			✓
Start of Public Comment Period (Proposed Plan to Public) (NPL & Superfund Alternative)			✓
RI/FS Duration (NPL & Superfund Alternative)			✓
Decision Document Developed			✓
Final Remedy Selected	See Appendix G		
Engineering Evaluation/Cost Analysis (EE/CA)			✓
Removal Starts	See Appendix G		
Removal Completions			✓
RD Start (NPL & Superfund Alternative)			✓
RD Completion (NPL & Superfund Alternative)			✓
RA Start (NPL & PRP-lead Superfund Alternative)			✓
RA Contract Award (NPL & PRP-lead Superfund Alternative)			✓
Start of On-Site Construction			✓
Operational and Functional (O&F)			✓
Completion of a Response Action/Activity (NPL & PRP-lead Superfund Alternative)			✓
NPL Site Construction Completions	See Appendix G		

NOTE: Accomplishments are updated and reported on a daily basis. Selected National reports are run quarterly.

EXHIBIT B.1. (CONT'D)
RESPONSE ACTION ACTIVITIES

ACTIVITY	GPRA	PROGRAM	
		Target	Measure
Long-Term Response Action (LTRA & PRP LR) (NPL & PRP-lead Superfund Alternative) Starts			✓
Long-Term Response Action (LTRA & PRP LR) (NPL & PRP-lead Superfund Alternative) Completions			✓
Operation and Maintenance (O&M)			✓
Cleanup Goals Achieved			✓
NPL Site Completions			✓
Five Year Reviews		✓	
Partial NPL Deletion			✓
Final NPL Deletion			✓
Sites with Land Ready for Reuse	See Appendix G		
Acres at Sites with Land Ready for Reuse	See Appendix G		
Long-Term Human Health Protection Indicator	See Appendix G		
Migration of Contaminated Groundwater Under Control	See Appendix G		
Populations Protected			✓
Cleanup Volumes			✓
Support Agency Assistance			✓
Technical Assistance			✓
Pre-Design Assistance			✓

NOTE: Accomplishments are updated and reported on a daily basis. Selected National reports are run quarterly.

B.B.2. Record of Decision (ROD)

A ROD is prepared after completion of public comment period on the FS and proposed plan for an early action (remedial authority) or long-term response action. The ROD identifies the Agency's selected remedy.

a. ROD Changes

After a ROD is signed, new information may be generated that could affect the remedy selected. Three types of changes can occur: Other Remedy Change, Explanation of Significant Differences, and ROD Amendment. All of these documents need to be sent to the below HQ address within 5 (five) days after signing:

Decision Document Coordinator
 US EPA (MC 5202G) 12th Floor
 Crystal Gateway 1
 1235 Jefferson Davis Hwy
 Arlington, VA 22202

i. Other Remedy Changes Document Non-Significant Remedy Changes

Non-significant remedy changes fall within the normal scope of changes occurring during the Remedial Design/Remedial Action (RD/RA) or limited RA. These changes typically result from value engineering. This may cause minor changes in the type/cost of materials, equipment facilities, services, and supplies. When such changes do not significantly affect the scope, performance, or cost of the remedy, they are considered minor or non-significant.

Other Remedy Changes should be documented in a Note to File or Memorandum to File, titled "Other Remedy Change." Copies of these documents shall be placed into the Administrative Record (AR), and need to be mailed to the above address at HQ. Since the document is placed into the AR, it is available for public review. A formal public comment period, public meeting and responsiveness summary are not needed. An Other Remedy Change is not a new ROD and should not be coded as such in [CERCLIS](#). It should be entered as a SubAction to the ROD (Action Name = Record of Decision and SubAction Name = Other Remedy Change). Other Remedy Change data are entered into [CERCLIS](#) at the time the document is signed. The date the Other Remedy Change at a NPL or Superfund Alternative site is signed by the designated regional official or the AA OSWER is reported as the actual completion date (Actual Complete) of the Other Remedy Change SubAction (Action Name=Record of Decision and SubAction Name=Other Remedy Change). Response action and cost data only need to be entered when they change. Other Remedy Changes are tracked as an internal reporting measure.

ii. Explanation of Significant Differences (ESDs) Document Significant Changes to a Component of a Remedy

Significant changes to a component of a remedy generally are incremental changes to the hazardous waste approach selected for the site (i.e., a change in timing, cost and implementation). These changes do not fundamentally alter the overall approach intended by a remedy. When significant changes are made to a component of a remedy, an Explanation of Significant Differences (ESD) should be prepared.

A copy of the ESD is placed into the AR, and a copy needs to be mailed to the above address at HQ. The ESD is made available to the public for review. A formal public comment period, public meeting, and responsiveness summary are not required. While the ESD is being prepared and made available to the public, response activities should continue. An ESD is not a new ROD and should not be coded as such in [CERCLIS](#). It should be entered as a SubAction to the ROD (Action Name = Record of Decision and SubAction Name = Explanation of Significant Dif). ESD data are entered in [CERCLIS](#) at the time of ESD signature. The date the ESD at a NPL or Superfund Alternative site is signed by the designated regional official or the AA OSWER is reported as the actual completion date (Actual Complete) of the ESD SubAction (Action Name = Record of Decision and SubAction Name = Explanation of Significant Diff). Response action and cost data only need to be entered when they change. ESDs are tracked as an internal reporting measure.

iii. ROD Amendments are Fundamental Changes to the ROD

When the hazardous waste management approach selected in the ROD is reconsidered, it is a fundamental change. For example, the innovative technology originally selected in the ROD did not perform satisfactorily during the pilot scale testing, and a decision is made to switch to another remedy. This would represent a fundamental change. If, as a result of PRP negotiations, the remedy in the ROD is changed from incineration to bioremediation, this also represents a fundamental change. When such fundamental changes or amendments are made to a remedy, the ROD process (revised proposed plan, public comment period, public meeting, responsiveness summary, and amended ROD) should be repeated. The amended ROD must be placed in the AR and a copy must be mailed to the above HQ address. A fundamental change to the ROD should be recorded as a ROD amendment SubAction in [CERCLIS](#) (Action Name = Record of Decision and SubAction Name = ROD Amendment). The date the designated regional official or the AA OSWER signs the amended ROD at a NPL or Superfund Alternative site should be recorded in [CERCLIS](#) as the actual completion date (Actual Complete) of the ROD Amendment SubAction (Action Name = Record of Decision and SubAction Name = ROD Amendment). Regions must enter the actual completion date of the ROD Amendment along with the Alternative Name, Media Name, Media Type, Selected Response Actions, and cost data. ROD Amendments are tracked as an internal reporting measure.

b. RODs Requiring No Physical Construction

At some NPL sites, EPA may determine, through the Remedial Investigation/Feasibility Study (RI/FS) (or other means), that no physical construction is necessary to protect human health and the environment. Such a determination may be documented in no action/no further action RODs, including RODs that require only monitoring, and Limited Action RODs requiring monitored natural attenuation or institutional controls only.

These ROD events should be coded into [CERCLIS](#) as follows:

- Action Name = Record of Decision;
- Alternative Name
- Media Name
- Media Type (Air, Groundwater, Leachate, Liquid Waste, Other, Residuals, Sediment, Sludge, Soil, Solid Waste, Surface Waste); and
- Selected Response Actions
 - No Action RODs:
 - No Action
 - No Further Action
 - Monitoring
 - Limited Action RODs:
 - Natural Attenuation
 - Institutional Controls (Access Restriction, Access Restriction-Guards, Deed Restriction, Drilling Restriction, Fishing Restriction, Institutional Controls Not Otherwise Specified (N.O.S.), Land Use Restriction, Monitoring, Recreational Restriction, Revegetation, Swimming Restriction, and Water Supply Use Restriction)

Cost data should be entered as 0 (zero)

B.B.3. Response Action Definitions**PART I. REMEDY SELECTION****a. Remedial Investigation (RI) Starts (NPL & Superfund Alternative)**Definition:

The purpose of the RI is to collect data necessary to adequately characterize the site for the purpose of developing and evaluating effective remedial alternatives. The RI provides information to assess the risks to human health and the environment and to support the development, evaluation, and selection of appropriate response alternatives.

The RI may be conducted alone, as part of a site-wide integrated ESI/RI assessment, or as a combined Remedial Investigation/Feasibility Study (RI/FS). The start of an RI/FS is a program measure. The RI start and RI/FS start definitions are the same. Regions are not required to enter the RI start date if the RI is being conducted as part of an ESI/RI or RI/FS.

Obligation of funds for forward planning, community relations and/or other support activities do not constitute a RI start. The appropriate use of Special Account funds for remedial investigations is provided in the "Guidance on Key Decision Points in Using Special Account Funds" dated September 28, 2001.

Definition of Accomplishment:

Fund-financed (Including F-, TR - and S-lead actions) - Credit for a Fund-financed RI (Action Name = Remedial Investigation) start at an NPL or Superfund Alternative site is received when funds are obligated and the actual start date (Actual Start) has been recorded in [CERCLIS](#). Funds are obligated when:

- The contract modification or work assignment for the RI has been signed by the EPA Contracting Officer; or
- An IAG has been signed by the other federal agency [Bureau of Reclamation (BUREC) or USACE]; or
- A Cooperative Agreement has been signed by the Regional Administrator or designee to conduct a RI.

If a subsequent RI is initiated without a new obligation of funds, the start date as recorded in [CERCLIS](#) is defined as EPA's written approval of the work plan for the subsequent RI.

PRP-financed from a Special Account (Including Special Account Financed Action performed by EPA (SA-lead), the State (SS-lead), or Tribal Government (ST-lead) actions²) - Credit for a special account-financed RI (Action Name = Remedial Investigation) start at an NPL or Superfund Alternative site is received when funds are obligated and the actual start date (Actual Start) of the RI has been recorded in [CERCLIS](#). Funds are obligated when:

² Actions qualify for SA, SS, and ST leads, when the majority of the funding for the total estimated cost of the RI (including direct and indirect costs) is to be paid from a Special Account. The amount contributed from a Special Account should meet or exceed the amount contributed by the largest non-PRP entity (i.e., EPA, state where applicable) toward the total estimated cost of the RI at the site. For example, if 60% of the funds needed to finance the RI are to be derived from a Special Account and 40% of the costs will be paid out of Fund monies (or a lesser amount if state cost share is received), the majority of the cost is being paid for out of a Special Account and the action qualifies for a SA, SS, or ST lead.

- The contract modification or work assignment for the RI has been signed by the EPA Contracting Officer; or
- An IAG has been signed by the other federal agency (BUREC or USACE); or
- A Cooperative Agreement has been signed by the Regional Administrator or designee to conduct a RI.

If a subsequent RI is initiated without a new obligation of funds, the start date as recorded in [CERCLIS](#) is defined as EPA's written approval of the work plan for the subsequent RI.

PRP-financed under federal enforcement (Includes RP- and MR-lead actions) - A PRP- financed RI (Action Name = PRP RI) under federal enforcement at an NPL or Superfund Alternative site starts when one of the following enforcement actions occurs:

- An Administrative Order on Consent (AOC), in which the Potentially Responsible Parties (PRPs) agree to conduct the RI, is signed by the Regional Administrator or delegatee. The RI start date (Actual Start) is the date the AOC is signed. This is reported in [CERCLIS](#) as the AOC (Action Name = Administrative Order on Consent) completion date (Actual Complete); or
- The date (Actual Complete) the PRPs provide notice of intent to comply (SubAction Name = PRP Notify EPA of Intent to Comply) with a UAO for a RP-lead RI signed (Actual Complete) by the designated regional official (Action Name = Unilateral Admin Order) and the Response Act Pd by Parties of "PRP RI"; or
- A Consent Decree (CD), in which the PRPs agree to conduct the RI, is referred by the region to Department of Justice (DOJ) or HQ. The RI start date (Actual Start) is the date the Regional Administrator signs the memo transmitting the CD to HQ or DOJ. This is recorded in [CERCLIS](#) as the CD (Action Name = Consent Decree) actual start date (Actual Start).

PRP-financed under State enforcement (PS-lead actions) - A PRP-financed RI (Action Name = PRP RI) under state enforcement at a NPL or Superfund Alternative site starts when a state order or comparable enforcement document (Action Name = State Order or State Decree), in which the PRPs agree to conduct the RI, is signed by the last appropriate state official or party (Actual Complete) and the site is covered by one of the following:

- State enforcement Cooperative Agreement signed by the Regional Administrator; or
- Superfund Memorandum of Agreement (SMOA) signed by the appropriate state and regional official containing a schedule for RI work at the site; or
- A general SMOA signed by the appropriate state and regional officials covering remedial work to be undertaken with schedules defined before work commences; or
- Other state/EPA agreement signed by the appropriate state and regional official.

If a subsequent RI is initiated without a new or amended AOC, CD, state order, or other comparable state enforcement document, the start date for the RI as recorded in [CERCLIS](#) is documented by a letter, form, or memo from EPA or the state approving the work plan for the subsequent RI.

If an AOC, state order, or other comparable state enforcement document is amended for the subsequent RI, the start date is the date the last state official or Regional Administrator/delegatee signs the amendment. If a federal CD is amended, the start date is the date on which the memo transmitting the CD to HQ or DOJ is signed by the Regional Administrator.

In-house (EP-lead action) - Credit for an in-house RI (Action Name = Remedial Investigation) start at a NPL or Superfund Alternative site is received on the date that the region conducts the initial RI scoping meeting. The start (Actual Start) is documented by a memo to file containing the minutes from the meeting.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

Regions are not required to enter the RI start date if the RI is being conducted as part of an RI/FS or site-wide ESI/RI. The RI actual start date is reported site-specifically in [CERCLIS](#). For PRP-financed RIs, both the RI start (Actual Start) and the CD start (Actual Start) or AOC, state order, or state decree or notice of intent to comply with a UAO completion dates (Actual Complete) must be entered into [CERCLIS](#); the RI start and enforcement dates should be the same date. Funds for RIs and RI oversight are found in the pipeline operations AOA. Superfund Alternative sites should be identified in [CERCLIS](#) using the special initiatives indicator of "Superfund Alternative". This is a program measure.

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = Remedial Investigation (RI)	Program Measure	F, TR, S, SA, SS, ST	Contract modification or work assignment; or An IAG; or Cooperative Agreement.	Signed by EPA Contracting Officer; or Signed by other federal agency; Signed by Regional Administrator or designee.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs.</u> (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)
Action name = PRP RI (NA)	Program Measure	RP, MR	Administrative Order on Consent (AOC) A Consent Decree (CD) RP lead: Notice of intent to comply with a UAO	Signed by Regional Administrator or delegatee. Signed by Regional Administrator PRP's provide notice and RI is signed by designated regional official	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs.</u> (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = PRP RI (NA)	Program Measure	PS	State order, or comparable enforcement document A state Enforcement Cooperative Agreement; A Superfund Memorandum of Agreement (SMOA); or A general SMOA; or Other state/EPA agreement.	Signed by all appropriate state officials or parties; Signed by Regional Administrator, Signed by appropriate state and regional official, Signed by appropriate state and regional officials, or Signed by the appropriate state and regional official.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs.</u> (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)
Action name = Remedial Investigation (RI)	Program Measure	EP	Memo containing minutes regions' initial RI scoping meeting.	Memo to file.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs.</u> (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)

b. Feasibility Study (FS) Starts (NPL & Superfund Alternative)

Definition:

The primary objective of a FS is to ensure that appropriate remedial alternatives are developed and evaluated such that an appropriate remedy may be selected.

The FS may be conducted alone or as part of a combined RI/FS. FS Starts and combined RI/FS starts is a program measure. Regions are not required to enter the FS start date if the FS is being conducted as part of a combined RI/FS. Obligation of funds for forward planning, community relations and/or other support activities does not constitute an FS start.

The appropriate use of Special Account funds for feasibility studies is provided in the "Guidance on Key Decision Points in Using Special Account Funds" dated September 28, 2001.

Definition of Accomplishment:

Fund-financed (Including F-, TR- and S-lead actions) - Credit for a Fund-financed FS (Action Name = Feasibility Study) start at a NPL or Superfund Alternative site is received when funds are obligated and the actual start date (Actual Start) is entered into [CERCLIS](#). Funds are obligated when:

- The contract modification or work assignment for the FS has been signed by the EPA CO; or
- An IAG has been signed by the other federal agency (USACE or BUREC); or
- A Cooperative Agreement has been signed by the Regional Administrator or his designee to conduct a FS.

If a first or subsequent FS is initiated without a new obligation of funds, the start date as recorded in [CERCLIS](#) is defined as the date of EPA's written approval of the work plan for the FS.

PRP- financed from a Special Account (Including Special Account Financed Action performed by EPA (SA-lead), the State (SS-Lead), or Tribal Government (ST-lead) actions³) - Credit for a special account-financed FS (ActionName = Feasibility Study) start at a NPL or Superfund Alternative site is received when funds are obligated and the actual start date (Actual Start) is entered into [CERCLIS](#). Funds are obligated when:

- The contract modification or work assignment for the FS has been signed by the EPA Contracting Officer; or
- An IAG has been signed by the other federal agency (USACE or BUREC); or
- A Cooperative Agreement has been signed by the Regional Administrator or designee to conduct a FS.

If a first or subsequent FS is initiated without a new obligation of funds, the start date as recorded in [CERCLIS](#) is defined as the date of EPA's written approval of the work plan for the FS.

PRP-financed under federal enforcement (Including RP- and MR-lead actions) - A PRP- financed FS (Action Name = PRP FS) under federal enforcement at a NPL or Superfund Alternative site starts when one of the following enforcement actions occurs:

- An AOC that addresses FS activities is signed by the Regional Administrator or delegatee. The FS start date (Actual Start) is the date the AOC is signed. This is recorded in [CERCLIS](#) as the AOC (Action Name = Administrative Order on Consent) actual completion date (Actual Complete); or
- The date (Actual Complete) the PRPs provide notice of intent to comply (SubAction Name = PRP Notify EPA of Intent to Comply) with a UAO for a RP-lead FS signed (Actual Complete) by the designated regional official (Action Name = Unilateral Admin Order) and the Response Acts Pd by Parties of "PRP FS"; or
- The Regional Administrator signs the memorandum transmitting the CD to DOJ or HQ that addresses FS activities is referred by the region to DOJ or HQ. The FS start date (Actual Start) is the date (Actual Start) the Regional Administrator signs the memorandum transmitting the CD (Action Name = Consent Decree) to DOJ or HQ.

PRP-financed under State enforcement (PS- lead actions) - A PRP-financed FS (Action Name = PRP FS) under state enforcement at a NPL or Superfund Alternative site starts when a state order or comparable enforcement document (Action Name = State Order or State Decree), in which the PRPs agree to conduct the FS, is signed by the last appropriate state official or party (Actual Complete), and the site is covered by one of the following:

- State enforcement Cooperative Agreement signed by the Regional Administrator; or

³ Actions qualify for SA, SS, and ST leads, when the majority of the funding for the total estimated cost of the FS (including direct and indirect costs) is to be paid from a Special Account. The amount contributed from a Special Account should meet or exceed the amount contributed by the largest non-PRP entity (i.e., EPA, state where applicable) toward the total estimated cost of the FS at the site. For example, if 60% of the funds needed to finance the FS are to be derived from a Special Account and 40% of the costs will be paid out of Fund monies (or a lesser amount if state cost share is received), the majority of the cost is being paid for out of a Special Account and the action qualifies for a SA, SS, or ST lead.

- SMOA signed by the appropriate state and regional official containing a schedule for FS work at the site; or
- Other state/EPA agreement signed by the appropriate state and regional official.

If a first or subsequent FS is initiated without a new or amended AOC, CD, state order, or other comparable state enforcement document, the start date of the FS is documented by a letter, form, or memo from EPA or the state approving the work plan for the subsequent FS.

If an AOC, state order, or other comparable state enforcement document is amended for the first or subsequent FS, the actual start date is the date the last state official or the Regional Administrator/delegatee signs the amendment. If a federal CD is amended, the start date is the date the Regional Administrator signs the memo transmitting the CD to HQ or DOJ.

In-house (EP-lead action) - Credit for an in-house FS (Action Name = Feasibility Study) start at a NPL or Superfund Alternative site is received on the date that the region conducts the initial FS scoping meeting. The start date (Actual Start) is documented by a memo to file containing the minutes from the meeting.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

Regions are not required to enter the FS start date if the FS is being conducted as part of a combined RI/FS. The FS actual start date is entered into [CERCLIS](#) site-specifically. For a PRP-financed FS, both the FS start date (Actual Start) and the CD start date (Actual Start), or, AOC, state order or state decree or the notice of intent to comply with a UAO actual completion date (Actual Complete) must be entered into [CERCLIS](#); the RI start and enforcement dates should be the same date. Funds for FS and FS oversight are contained in the pipeline operations AOA. Superfund Alternative sites should be identified in [CERCLIS](#) using the special initiatives indicator by designating these sites as "Superfund Alternative". This is a program measure.

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = Feasibility Study (FS)	Program Measure	F, TR, S, <u>EP</u>	Contract modification or work assignment; or IAG; or Cooperative Agreement; or	Signed by the EPA CO; Signed by other federal agency (USACE or BUREC); Signed by the Regional Administrator or his designee.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.) (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = Feasibility Study (FS)	Program Measure	SA, SS, ST	Contract modification or work assignment for the FS; or An IAG; or Cooperative Agreement.	Signed by EPA Contracting Officer; Signed by other federal agency (USACE or BUREC); Signed by Regional Administrator or designee.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>
Action name = PRP FS (NK)	Program Measure	RP, MR	AOC; or Notice of intent to comply with a UAO; or Memo transmitting CD to DOJ or HQ.	Signed by Regional Administrator or delegatee;	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>
Action name = PRP FS (NK)	Program Measure	PS	State order, or comparable enforcement document State enforcement Cooperative Agreement; SMOA; or Other state/EPA agreement.	Signed by all appropriate state officials or parties Signed by Regional Administrator Signed by appropriate state and regional official Signed by the appropriate state and regional official.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>

c. Combined RI/FS Start (NPL & Superfund Alternative)**Definition:**

The purpose of the RI/FS is to assess site conditions and evaluate alternatives to the extent necessary to select a remedy.

The start of an RI/FS is a program measure. The RI/FS start and the RI start definition are the same. Regions are not required to enter the RI start date if the RI is being conducted as part of an RI/FS or a site-wide ESI/RI. Regions are not required to enter the FS start date if the FS is being conducted as part of a RI/FS.

Obligation of funds for forward planning, community relations and/or other support activities do not constitute an RI/FS start.

The appropriate use of Special Account funds for remedial investigations/feasibility studies is provided in the "Guidance on Key Decision Points in Using Special Account Funds" dated September 28, 2001.

Definition of Accomplishment:

Fund-financed (Including F, TR- and S-lead actions) - Credit for a Fund-financed RI/FS (Action Name = Combined RI/FS) start at a NPL or Superfund Alternative site is received when funds are obligated and the actual RI/FS start date (Actual Start) is reported in [CERCLIS](#). Funds are obligated when:

- The contract modification or work assignment for the RI/FS has been signed by the EPA CO; or
- An IAG has been signed by the other federal agency (USACE or BUREC); or
- A Cooperative Agreement has been signed by the Regional Administrator or designee to conduct a RI/FS.

If a first or subsequent RI/FS is initiated without a new obligation of funds, the start date is defined as the date of EPA's written approval of the work plan for the RI/FS.

PRP- financed from a Special Account (Including Special Account Financed Action performed by EPA (SA-lead), the State (SS-Lead), or Tribal Government (ST-lead) actions⁴) - Credit for a special account-financed RI/FS (Action Name = Combined RI/FS) start at a NPL or Superfund Alternative site is received when funds are obligated and the actual RI/FS start date (Actual Start) is reported in [CERCLIS](#). Funds are obligated when:

- The contract modification or work assignment for the RI/FS has been signed by the EPA CO; or
- An IAG has been signed by the other federal agency (USACE or BUREC); or
- A Cooperative Agreement has been signed by the Regional Administrator or designee to conduct a RI/FS.

If a first or subsequent RI/FS is initiated without a new obligation of funds, the start date is defined as the date of EPA's written approval of the work plan for the RI/FS.

PRP-financed under federal enforcement (Includes RP- and MR-lead actions) - A PRP-financed RI/FS (Action Name = PRP RI/FS) under federal enforcement at a NPL or Superfund Alternative site starts when one of the following enforcement actions occurs:

⁴ Actions qualify for SA, SS, and ST leads, when the majority of the funding for the total estimated cost of the RI/FS (including direct and indirect costs) is to be paid from a Special Account. The amount contributed from a Special Account should meet or exceed the amount contributed by the largest non-PRP entity (i.e., EPA, state where applicable) toward the total estimated cost of the RI/FS at the site. For example, if 60% of the funds needed to finance the RI/FS are to be derived from a Special Account and 40% of the costs will be paid out of Fund monies (or a lesser amount if state cost share is received), the majority of the cost is being paid for out of a Special Account and the action qualifies for a SA, SS, or ST lead.

- An Administrative Order on Consent (AOC), in which the PRPs agree to conduct the RI/FS, is signed by the Regional Administrator or delegatee. The RI/FS start date (Action Name = PRP RI/FS) is the date the AOC is signed. This is recorded in [CERCLIS](#) as the AOC (Action Name = Administrative Order on Consent) completion date (Actual Complete); or
- The date (Actual Complete) the PRPs provide notice of intent to comply (SubAction Name = PRP Notify EPA of Intent to Comply) with a UAO for a RP-lead RI/FS signed (Actual Complete) by the designated regional official (Action Name = Unilateral Admin Order), and the Response Acts Pd by Parties of "PRP RI/FS"; or
- A Consent Decree (CD), in which the PRPs agree to conduct the RI/FS, is referred by the region to DOJ or HQ. The RI/FS start date (Actual Start) is the date the Regional Administrator signs the memo transmitting the CD to HQ or DOJ. This is recorded in [CERCLIS](#) as the CD (Action Name = Consent Decree) actual start date (Actual Start).

PRP-financed under State enforcement (PS-lead actions) - A PRP-financed RI/FS (Action Name = PRP RI/FS) under state enforcement at a NPL or Superfund Alternative site starts when a state order or comparable enforcement document (Action Name = State Order or State Decree), in which the PRPs agree to conduct the RI/FS, is signed by the last appropriate state official or party (Actual Complete) and the site is covered by one of the following:

- State enforcement Cooperative Agreement signed by the Regional Administrator; or
- SMOA signed by the appropriate state and regional official containing a schedule for RI/FS work at the site; or

Other State/EPA agreement signed by the appropriate state and regional officials.

If a first or subsequent RI/FS is initiated without a new or amended AOC, CD, state order, or other comparable state enforcement document, the start date of the RI/FS is documented by a letter, form, or memo from EPA or the state approving the work plan for the subsequent RI/FS.

If an AOC, state order, or other comparable state enforcement document is amended for the first or subsequent RI/FS, the start date is the date on which the last state official or Regional Administrator/delegatee signs the amendment. If a CD is amended, the start date is the date the Regional Administrator signs the memorandum transmitting the CD to DOJ or HQ.

In-house (EP-lead action) - Credit for an in-house RI/FS (Action Name = Combined RI/FS) start at a NPL or Superfund Alternative site is received when the region has the initial RI/FS scoping meeting and the date is entered into [CERCLIS](#). The start (Actual Start) is documented by a memo to file containing the minutes from the meeting.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

Regions are not required to report a combined RI/FS start if a separate RI and FS are being conducted and have been reported. The combined RI/FS actual start date is entered into [CERCLIS](#) site-specifically. For a PRP-financed RI/FS, the RI/FS start date (Actual Start) and the CD start date (Actual Start), or, AOC, state order, or state decree or notice of intent to comply with a UAO actual completion date (Actual Complete) must be entered into [CERCLIS](#); the RI start and enforcement dates should be the same date. Funds for RI/FS and RI/FS oversight are contained in the pipeline operations AOA. The Superfund Alternative sites should be identified in [CERCLIS](#) using the special initiatives indicator by designating these sites as "Superfund Alternative". This is a program measure.

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = Combined RI/FS (CO)	Program Measure	F, TR, S, SA, SS, ST	Contract modification or work assignment; or IAG; or Cooperative Agreement	Signed by EPA CO; Signed by other federal agency (USACE or BUREC); Signed by the Regional Administrator or designee.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for</u> the quarter in <u>which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>
Action name = PRP RI/FS (BD)	Program Measure	RP, MR	Administrative Order on Consent (AOC); or Notice of intent to comply with a UAO for a RP-lead RI/FS and the Response acts Pd; or Memo transmitting Consent Decree (CD) to HQ or DOJ.	Signed by Regional Administrator or delegatee, Signed by designated regional official and the Response acts Pd signed by parties of "PRP RI/FS", Signed by Regional Administrator transmitting the Consent Decree.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for</u> the quarter in <u>which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>
Action name = PRP RI/FS (BD)	Program Measure	PS	State order or comparable enforcement document State enforcement Cooperative Agreement; SMOA; or Other state/EPA agreement.	Signed by all appropriate state officials and parties Signed by Regional Administrator, Signed by the appropriate state and regional official, Signed by the appropriate state and regional officials.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for</u> the quarter in <u>which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>
Action name = Combined RI/FS (CO)	Program Measure	EP	Memo containing the minutes from initial RI/FS scoping meeting.	Not specified.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for</u> the quarter in <u>which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>

d. Treatability StudiesDefinition:

Treatability studies are laboratory or field tests used to evaluate and implement one or more remedial alternatives.

Definition of Accomplishment:

Fund-financed (Including F-, EP-, S- or TR- lead) - The start date is the date of EPA's written approval, as reflected in CERCLIS, of the treatability study work plan. The completion is the written approval of the report on the results of the treatability study.

PRP-financed (Including RP-, MR- or PS- lead) - The treatability study starts when EPA approves, in writing, the treatability study work plan submitted by the PRP. The completion is the approval of the report on the results of the treatability study.

PRP- financed from a Special Account (Including Special Account Financed Action performed by EPA (SA-lead), the State (SS-Lead), or Tribal Government (ST-lead) actions) - The treatability study starts when EPA approves, in writing, the treatability study work plan. The completion is the approval of the report on the results of the treatability study.

Changes in Definition FY 04/05 - FY 06/07:

Added 'EP,' 'SA,' 'SS,' and 'ST' leads for treatability studies.

Special Planning/Reporting Requirements:

Treatability study (Action Name = Treatability Studies) planned and actual start and completion dates are not required in CERCLIS. Treatability studies are funded as part of an ESI/RI, RI/FS, or RD. Dollars are not budgeted, planned, or obligated separately. This is a program measure.

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = Treatability Studies (TS)	Program Measure	F, S, TR, <u>EP</u> RP, MR, PS, <u>SA</u> , <u>SS</u> , <u>ST</u>	<u>Start:</u> EPA's written approval of Treatability study work plan. <u>Complete:</u> Written approval of report on results of treatability study.	<u>Start:</u> Not specified. <u>Complete:</u> Not specified.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for</u> <u>the quarter in which the event</u> <u>occurs. (Generally, the</u> <u>quarterly pull occurs on the</u> <u>fifth business day following the</u> <u>end of FYQ1, FYQ2 and</u> <u>FYQ3, and on the tenth</u> <u>business day following the end</u> <u>of FYQ4.)</u>

e. Start of Public Comment Period (Proposed Plan to Public) (NPL & Superfund Alternative)Definition:

The FS or RI/FS report is released to the public when the contamination at the site has been characterized and alternatives for remediation have been evaluated.

Definition of Accomplishment:

The Start of Public Comment Period (Proposed Plan to Public) is accomplished at a NPL or Superfund Alternative site either (1) on the date the appropriate regional official signs a letter transmitting RI/FS reports and the proposed plan to the site repository for public review, or (2) when the first page of the approved proposed plan, which lists the dates the public comment period starts and ends, is included in the site file. This date must be recorded in [CERCLIS](#) as the actual start date (Actual Start) of the SubAction, Public Comment Period (Action Name = Feasibility Study or Combined RI/FS or PRP FS or PRP RI/FS and SubAction Name = Public Comment Period).

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

Accomplishments are based on the first proposed plan released to the public for each FS or RI/FS, regardless of lead. Superfund Alternative sites should be identified in [CERCLIS](#) using the special initiatives indicator designating these sites as "Superfund Alternative". This is a program measure.

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = Feasibility Study (FS) or Combined RI/FS (CO) or PRP RI/FS (BD) SubAction Name = Public Comment Period (PB)	Program Measure	F, S, TR, SA, SS, ST, EP RP, MR, PS,	Letter transmitting RI/FS reports and proposed plan 1 st page of approved proposed plan.	Signed by appropriate regional official Not specified.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>

f. RI/FS Duration (NPL & Superfund Alternative)Definition:

The purpose of the RI/FS is to assess site conditions and evaluate alternatives to the extent necessary to select a remedy.

The RI/FS starts with the obligation of Fund monies; or the signature of an AOC, state order, or state decree for the RI or RI/FS; or the date the Regional Administrator signs the memorandum transmitting the CD to DOJ or HQ for RI or RI/FS; or the date the PRPs provide notice of intent to comply with a UAO; or the conduct of the RI/FS scoping meeting and culminates with the signature of the ROD.

The objective of this measure is to focus on good project management of critical portions of the traditional remedial pipeline and establish a methodology which accurately assesses program performance. Duration trends provide indicators of areas that require attention.

Only RI/FS projects that started post-SARA will be used for comparison and evaluation purposes.

Definition of Accomplishment:

This measure includes all RI/FS projects at an NPL or Superfund Alternative site that have a targeted completion date in FY 06/07. The RI/FS duration will be calculated based on the RI or Combined RI/FS Start and Decision Document Developed (ROD completion) definitions specified in this Manual. Regional performance in FY 06/07 will be compared to:

- The regional and national average duration of RI/FS projects completed in FY 04/05 or FY 05/06;
- The regional and national average duration of RI/FS projects completed in previous quarters of FY 06/07.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

[CERCLIS](#) will automatically look at actual RI or RI/FS start dates and actual ROD completion dates. HQ will perform the analysis of the average durations. Fund and PRP durations at NPL or Superfund Alternative sites will be tracked. Superfund Alternative sites should be identified in [CERCLIS](#) using the special initiatives indicator. RI/FS duration is a program measure.

g. Engineering Evaluation/Cost Analysis (EE/CA)Definition:

The EE/CA identifies objectives for a Non-Time Critical (NTC) response action, and includes an analysis of cost, effectiveness, and implementability of the various alternatives that may be used to satisfy these objectives.

Definition of Accomplishment:

The actual start date of an EE/CA is the date that the appropriate regional official signs the EE/CA Approval Memorandum. This information should be recorded in [CERCLIS](#) as the actual start date (Actual Start) of the EE/CA (Action Name = Engineering Eval/Cost Analysis). The actual completion date of an EE/CA is the date that the appropriate regional official signs the Action Memorandum. This information should be recorded as the actual completion date (Actual Complete) of the EE/CA (Action Name = Engineering Eval/Cost Analysis).

Changes in Definition FY 04/05 - FY 06/07:

None

Special Planning/Reporting Requirements:

EE/CAs are reported site-specifically in [CERCLIS](#). Funds for EE/CAs are contained in the pipeline operations AOA. This is a program measure.

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = Engineering Eval/Cost Analysis (EE)	Program Measure	F, S, TR, SA, SS, ST, EP, RP, PS, MR, CG	<u>Start:</u> EE/CA Approval Memorandum. <u>Complete:</u> Action Memorandum.	<u>Start:</u> Signed by appropriate regional official. <u>Complete:</u> Signed by appropriate regional official.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)

h. Decision Documents DevelopedDefinition:

A "Decision Document" is developed to document decisions or changes to decisions (at NPL, non-NPL, and Superfund Alternative sites) to:

- Perform an emergency, time-critical, or Non-Time Critical (NTC) removal; or
- Perform a remedial action.

Definition of Accomplishment:

Removals (Emergency, Time Critical, or NTC) - The date the On-Scene Coordinator (OSC), AA OSWER, or designated regional official signs the first or original Action Memorandum for each removal. [Regions will not receive credit for subsequent Action Memos, (e.g., ceiling increases) at the same removal.] The date of the signature is recorded in [CERCLIS](#) as the actual completion date (Actual Complete) of the SubAction, Approval of Action Memo or Removal Action Memo Document. To receive credit for the Action Memo, the region must enter the action, actual completion date, OU, and Five Year Review information. EPA HQ is now responsible for data entry of the following elements: media addressed, media name, selected alternative, response technology, remedy cost data, and institutional control information.

Remedial - The date the designated regional official or the AA OSWER signs the ROD at a NPL or Superfund Alternative site for each RA. This date is reported in [CERCLIS](#) as the ROD (Action Name = Record of Decision) completion date (Actual Complete).

For state-lead RODs under CERCLA that result from a F, S, TR, EP lead FS or RI/FS; or a PS or MR-lead, PRP RI/FS or PRP FS where EPA concurs on the ROD should have a lead of SC. Accomplishments are reported as the date of the latest signature from EPA or the state, on the ROD at NPL or Superfund Alternative sites.

For state-lead RODs without EPA concurrence, the ROD should have a lead of 'SW'. The ROD will not be included in accomplishment reporting; however, the ROD date should be recorded in [CERCLIS](#) as the date the state signs the ROD.

ROD Amendments - The date the designated regional official or the AA OSWER signs the amended ROD at an NPL or Superfund Alternative site should be recorded in [CERCLIS](#) as the actual completion date (Actual Complete) of the ROD Amendment SubAction (Action Name = Record of Decision and SubAction Name = ROD Amendment).

ESDs - The date the ESD at a NPL or Superfund Alternative site is signed by the designated regional official or the AA OSWER is reported as the actual completion date (Actual Complete) of the ESD SubAction (Action Name = Record of Decision and SubAction Name = Explanation of Significant Diff).

Other Remedy Changes - The date the Other Remedy Change at a NPL or Superfund Alternative site, documented by a note to the file, is signed by the designated regional official or the AA OSWER is reported as the actual completion date (Actual Complete) of the Other Remedy Change SubAction (Action Name=Record of Decision and SubAction Name=Other Remedy Change). Changes may be made affecting the response technologies of the selected alternative, remedy cost data, institutional control information and Five Year Review information.

These decisions will be tracked separately but reported on a combined basis.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

To receive credit for an Action Memo, the region must enter the following data into [CERCLIS](#):

- the media addressed through the action (Media Type and Media Name),
- the Selected Response Actions,
- the response action cost data,
- the institutional control information, and
- the Five Year Review year review information

To receive credit for a ROD, ROD amendment, ESD or Other Remedy Changes the region must enter the following data into [CERCLIS](#):

- Action/SubAction Name,
- Actual Completion Date, and

For a ROD, ROD amendment, ESD, or Other Remedy Change, EPA HQ is now responsible for entering the following data into [CERCLIS](#):

- the name of the selected alternative (Alternative Name),
- the media addressed in the ROD (Media Type and Media Name),
- the Selected Response Actions (which include institutional controls where anticipated). If institutional controls are anticipated at the site, institutional control objectives need to be defined and entered into [CERCLIS](#), and
- associated cost data that are listed in the decision document that may be any or all of the following costs (Capital Cost (must always be entered even if 0), Annual O&M Cost, Total O&M Cost, Present Worth Cost, O&M Duration, and Discount Rate)

[CERCLIS](#) will system generate the RI/FS or FS actual completion date if one does not already exist and a predecessor relationship was established between the RI/FS and the ROD.

Superfund Alternative sites should be identified in [CERCLIS](#) using the special initiatives indicator by designating these sites as "Superfund Alternative". This is a program measure.

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = Record of Decision (RO)	Program Measure	F, FE (Only state leads (SC and SW) are specified)	ROD.	Signed by designated regional official or the AA OSWER.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>
Action name = ROD Amendment (JQ)	Program Measure	No leads specified	Amended ROD.	Signed by designated regional official or AA OSWER at an NPL or Superfund Alternative site.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>
Action name = Record of Decision (RO): SubAction Name = Explanation of Significant Diff (EH)	Program Measure	No leads specified	ESD.	Signed by regional official or the AA OSWER.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = Record of Decision (RO) SubAction Name = Other Remedy Change (OT)	Program Measure	No leads specified	Other Remedy Change.	Signed by designated regional official or the AA OSWER.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>

i. Final Remedy Selected

Definition:

This measure will track the Government Performance Results Act (GPRA) Final Remedy Selected measure at NPL sites. Final Remedy Selected decisions will also be tracked in CERCLIS for non-NPL sites but will not be reported to respond to the GPRA goal. A Final Remedy Selected decision occurs when a final decision has taken place at a site (i.e. the final remedy has been selected at the last OU for a site). This can include the signature of the final ROD, ROD Amendment, or Removal Action Memorandum at a site. In general an Explanation of Significant Difference will not constitute a Final Remedy Selected since those documents a non-fundamental change to a remedy. Also, a partial deletion from the NPL can not be a Final Remedy Selected since it does not constitute a final decision for the entire site.

Definition of Accomplishment:

Credit under CERCLA for a Final Remedy Selected will be given when:

- Site has a Final ROD or ROD Amendment and no existing planned ROD, ROD Amendment, Removal Action Memorandum, RI/FS or EE/CA and the action is designated as the Final Remedy. This is reported in [CERCLIS](#) as a ROD (Action Name = Record of Decision) or ROD Amendment (Action Name = ROD Amendment) with the date the designated regional official or the AA OSWER signs the ROD (Actual Complete) and the action has been designated a Final Remedy (Qualifier = 'R'); or
- Site has a Removal Action Memorandum and no existing planned ROD, RI/FS, or planned action memorandum and the action is designated as the Final Remedy. This is reported in [CERCLIS](#) as an Action Memorandum (Action Name = Action Memorandum) with the date the removal decision was completed (Actual Complete) and the action is designated a Final Remedy (Qualifier = 'R'); or

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

[CERCLIS](#) will automatically look for planned RODs, ROD Amendments, Removal Action Memoranda, RI/FSs and EE/CAs when a user assigns the Final Remedy Selected qualifier at a ROD, ROD Amendment or Action Memorandum. Final Remedy determinations for sites deleted from the NPL are part of the SNAP process. The system will not assign the Final Remedy for a deleted site if a Final Remedy determination has already been made at the site. Construction Completion sites for which a Final Remedy determination has not been made will be reviewed by HQ for the Final Remedy determination. HQ will perform the analysis of the total Final Remedies Selected. Dollars are not budgeted, planned, or obligated separately for this measure. This is a GPRA measure.

PART II. REMEDIAL IMPLEMENTATION**j. Removal Starts – Please see Appendix F**

Any SUPERFUND FINANCED Removals shall adhere to APPENDIX F, Removals.

Removal Completions - Please see Appendix F

Any SUPERFUND FINANCED Removals shall adhere to APPENDIX F, Removals.

k. Remedial Design (RD) Start (NPL & Superfund Alternative)Definition:

The RD converts the remedy selected in the ROD into a final design document for the RA. The obligation of funds for design assistance or technical assistance does not constitute a RD start.

Pre-design activities will not be counted as an RD start.

Definition of Accomplishment:

Fund-Financed (Including F-, ~~EP-~~, TR-, and S-lead actions) - A Fund-financed RD (Action Name = Remedial Design) at a NPL or Superfund Alternative site is started (Actual Start) when funds are obligated. An obligation is made when:

- The EPA CO signs the contract modification or work assignment for the RD; or
- A Cooperative Agreement is signed by the Regional Administrator or his designee; or
- An IAG is signed by the other federal agency.

In those instances where design assistance is conducted prior to ROD signature, and there is not a new obligation of funds for a subsequent RD, the start of RD is defined as the written approval of the work plan to conduct these activities. If there is a new obligation of funds, the start of RD is defined as the date funds are obligated. When an RD has been prepared by other parties (e.g., water lines where the city already prepared plans and specifications) or plans developed for a similar remedy will be used, the RD actual start date is the same as the RA actual start date.

PRP-financed RD from a Special Account (including Special Account Financed Action performed by EPA (SA-lead) the State (SS-Lead), or Tribal Governments (ST-lead) actions⁵) - A PRP-financed RD from a Special Account (Action Name = Remedial Design) at an NPL or Superfund Alternative site is started (Actual Start) when funds are obligated. An obligation is made when:

- The EPA CO signs the contract modification or work assignment for the RD; or
- A Cooperative Agreement is signed by the Regional Administrator or his designee; or
- An IAG is signed by the other federal agency.

In those instances where design assistance is conducted prior to ROD signature, and there is not a new obligation of funds for a subsequent RD, the start of RD is defined as the written approval of the work plan to conduct

⁵ Actions qualify for SA, ST, and SS leads, when the majority of funding for the total estimated response cost (including direct and indirect costs) is to be paid from a Special Account. The amount contributed from a Special Account should meet or exceed the amount contributed by the largest non-PRP entity (i.e. EPA, state where applicable) toward the total estimated response cost at the site. For example, if 60% of the funds needed to finance the estimated response are to be derived from a Special Account, and 40% of the response cost will be paid out of Fund monies (or a lesser amount if state cost share is received), the majority of the response cost is being paid for out of a Special Account and the action qualifies for a SA, ST, or SS lead.

these activities. If there is a new obligation of funds, the start of RD is defined as the date funds are obligated. When an RD has been prepared by other parties (e.g., water lines where the city already prepared plans and specifications) or plans developed for a similar remedy will be used, the RD actual start date is the same as the RA actual start date.

PRP-financed under federal enforcement (RP-lead) - The start (Actual Start) of an RP-lead RD (Action Name = PRP RD) at a NPL or Superfund Alternative site is credited on the date the earlier of the following actions takes place:

- The enforcement document under which the RD is to be conducted becomes effective;
 - For an Administrative Order on Consent (AOC), this is the date of signature of the AOC for RD by the Regional Administrator or his delegatee, or the date of signature of an amendment to an existing AOC to include RD;
 - For a Unilateral Administrative Order (UAO), this is the date of the PRP's written notice of intent to comply with the UAO;
 - For a CD, this is the date the Regional Administrator signs the memorandum transmitting the CD to DOJ or HQ; or
- An official written notice to proceed is issued by EPA to the PRP.

PRP-financed under federal enforcement (MR-lead) - The start (Actual Start) of a MR-lead RD (Action Name = PRP RD) at an NPL or Superfund Alternative site is credited on the date the earlier of the following actions takes place:

- The enforcement document under which the RD is to be conducted becomes effective;
 - For an Administrative Order on Consent (AOC), this is the date of signature of the AOC for RD by the Regional Administrator or his delegatee, or the date of signature of an amendment to an existing AOC to include RD;
 - For a CD, this is the date the Regional Administrator signs the memorandum transmitting the CD to DOJ or HQ; or
- An official written notice to proceed is issued by EPA to the PRP.

PRP-financed under State enforcement (PS-lead actions) - Credit will be given (Actual Start) for a PS-lead RD (Action Name = PRP RD) at a NPL or Superfund Alternative site based on the issuance or effective date of a state order or other comparable state enforcement document for RD (or combined RD/RA). If the RD is covered by a pre-existing state order, credit will be based on the notice to proceed date.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

The actual start date (Actual Start) of the RD (Action Name = Remedial Design or PRP RD) must be entered into [CERCLIS](#). Accomplishments are reported site-specifically. Funds for RDs are in the pipeline operations AOA. This is a program measure. Superfund Alternative sites should be identified in [CERCLIS](#) using the special initiatives indicator by designating these sites as "Superfund Alternative."

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = Remedial Design (RD)	Program Measure	F, <u>EP</u> , TR, S, SA, SS, ST	Contract modification or work assignment for the RD, Cooperative Agreement or IAG.	Signed by the EPA CO; or Signed by the Regional Administrator or his designee; or An IAG signed by the other federal agency.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs.</u> (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)
Action name = PRP RD (BE)	Program Measure	RP, MR	Official written notice from the EPA to the PRP or the enforcement document under which the RD is to be conducted becomes effective (this can be either the AOC , or an amendment to an existing AOC to include RD; or The PRP's written notice of intent to comply with the UAO; or Memo transmitting the CD to DOJ or HQ).	Official written notice from the EPA AOC signed by the Regional Administrator or his delegatee for the RD PRP's written notice Signed by Regional Administrator.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs.</u> (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)
Action name = PRP RD (BE)	Program Measure	PS	State order or other comparable state enforcement document.	Signature and date on the enforcement document.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs.</u> (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)

I. RD Completion (NPL & Superfund Alternative)Definition:

The RD converts the remedy selected in the ROD into a final design document for RA.

Definition of Accomplishment:

A RD at an NPL or Superfund Alternative site is complete when:

- **Fund-financed (Including F-, EP-, TR-, and S-lead actions)** - EPA approves, in writing, the final design document.
- **PRP-financed under federal enforcement (Including MR- and RP-lead actions)** - EPA approves, in writing, the final design document.
- **PRP-financed under State enforcement (PS-lead actions)** - the state approves the final design document.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

The actual completion date (Actual Complete) of the RD (Action Name = Remedial Design or PRP RD) must be entered into [CERCLIS](#). Accomplishments are reported site-specifically. This is a program measure. Superfund Alternative sites should be identified in [CERCLIS](#) using the special initiatives indicator by designating these sites as "Superfund Alternative." The regions are required to update any technical or cost data if there are any changes. This can be accessed through the Selected Remedy Summary screen.

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentatio n Approval/ Date Requirements	Data Must Be Entered By
Action name = Remedial Design (RD)	Program Measure	F, <u>EP</u> , TR, S, SA, SS, ST	Written EPA approval of the final design document.	Not specified	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for</u> the quarter in <u>which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>
Action name = PRP RD (BE)	Program Measure	RP, MR	Written EPA approval of the final design document.	Not specified.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for</u> the quarter in <u>which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentatio n Approval/ Date Requirements	Data Must Be Entered By
Action name = PRP RD (BE)	Program Measure	PS	State approval of final design document.	Not Specified	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>

m. Remedial Action (RA) Start (NPL & PRP-lead Superfund Alternative)

Definition:

An RA is the implementation of the remedy selected in the ROD. Fund-financed remedial actions (including RAs financed from a Special Account) can only be funded at sites that are final on the NPL. PRP-financed RAs (unless financed from a Special Account) may be performed at NPL and Superfund Alternative sites.

The appropriate use of Special Account funds for remedial actions is provided in the "Guidance on Key Decision Points in Using Special Account Funds" dated September 28, 2001.

DISCLAIMER: Regions will receive credit in the management of the Superfund program for "start" of a remedial action even though "initiation of physical on-site construction" may not have occurred for purposes of calculating a cost recovery statute of limitations. The date found in the remedial action actual start column of a CERCLIS report is a programmatic measure only, and cannot be relied upon to create any rights, substantive or procedural, enforceable by any party in litigation with the United States. EPA reserves the right to change such data at any time without public notice.

Definition of Accomplishment:

Remedial Action

- **Fund-financed (Including F-, ~~EP-~~, TR-, and S-lead actions)** - Credit for an RA start at a final NPL site is given on the date a contract modification for the RA is signed by the EPA CO or the IAG is signed by the other federal agency or a Cooperative Agreement is awarded, and funds are obligated.

Credit for a subsequent RA start under an existing IAG is given on the date the amendment to the IAG to include the new work is approved.

The actual start date (Actual Start) of the RA (Action Name = Remedial Action) is entered into [CERCLIS](#).

If the action is initially funded by a bulk funding obligation, the start date is defined as the date the contracting officer signs the work assignment form or equivalent which initiates the action at the site.

- PRP- financed RA from a Special Account (including Special Account Financed Action performed by EPA (SA-lead), the State (SS-Lead), or Tribal Governments (ST-lead) actions⁶) - Credit for a RA start at a final

⁶Actions qualify for SA, ST, and SS leads, when the majority of funding toward the total estimated response cost (including

NPL site is given on the date a contract modification for the RA is signed by the EPA CO or the IAG is signed by the other federal agency or a Cooperative Agreement is awarded, and funds are obligated. Such actions will be counted towards the PRP-lead portion of the annual program target of 70% new PRP lead RA starts at NPL and Superfund Alternative sites (see Enforcement Appendix C of the SPIM, pages C1 and C4).

Credit for a subsequent RA start under an existing IAG is given on the date the amendment to the IAG to include the new work is approved.

The actual start date (Actual Start) of the RA (Action Name = Remedial Action) is entered into [CERCLIS](#). If the action is initially funded by a bulk funding obligation, the start date is defined as the date the contracting officer signs the work assignment form or equivalent which initiates the action at the site.

- ***PRP-financed under federal enforcement (MR- lead actions)*** - Credit for a RA (Action Name = PRP RA) start (Actual Start) at a NPL or Superfund Alternative site is given when either one of the following occurs and has been recorded in [CERCLIS](#):
 - If work is performed by the PRPs under the same CD as the RD, the RA start is the date EPA approves, in writing, the PRP RD document (RD completion); or
 - Where the Fund performed the RD or the RD was done under a settlement/order for RD only and the PRPs are doing the RA under the terms of a separate CD or judgment for RA only, the RA start date (Actual Start) is either: (1) the same as the date (Actual Start) the Regional Administrator signs the memorandum transmitting the CD (Action Name = Consent Decree) to DOJ or HQ, (2) the date (Actual Complete) the judgment (Action Name = Judicial/Civil Judgment) was signed by the federal judge, or (3) the date EPA approves, in writing, the final design document for the RD (RD completion), whichever of these dates that are applicable occurs first.
- ***PRP-financed under federal enforcement (RP- lead actions)*** - Credit for an RA (Action Name = PRP RA) start (Actual Start) at an NPL or Superfund Alternative site is given when one of the following occurs and has been recorded in [CERCLIS](#):
 - If work is performed by the PRPs under the same CD or UAO (RP-lead RA only) as the RD, the RA start is the date EPA approves, in writing, the PRP RD document; or
 - Where the Fund performed the RD or the RD was done under a settlement/order for RD and the PRPs are doing the RA under the terms of a separate CD, UAO (RP-lead RA only) or judgment for RA only, the RA start date (Actual Start) is either: (1) the same as the date (Action Complete) of the PRP's written notice of intent to comply with the UAO for the RP-lead RA (Action Name = Unilateral Admin Order and SubAction Name = PRPs Ntfy EPA, Intent to Comply), (2) the date (Actual Start) the Regional Administrator signs the memorandum transmitting the CD (Action Name = Consent Decree), (3) the date (Actual Complete) the judgment (Action Name = Judicial/Civil Judgment) was signed by the federal judge, or (4) the date EPA approves, in writing, the final design document for the RD (RD completion), whichever of these dates that are applicable occur first. Where the PRP is in significant non-compliance with the UAO for the RP-lead RA, credit will be withdrawn.
- ***PRP-financed under State enforcement (PS-lead actions)*** - If the PRP is doing work under a state order or comparable enforcement document, and the NPL or Superfund Alternative site is covered by a state enforcement cooperative agreement or State Memorandum of Agreement (SMOA) with a schedule for remedial action work at the site, and EPA approved the ROD, the RA (Action Name = PRP RA) start (Actual Start) is the date the state approves, in writing, the PRP RD document.

direct and indirect costs) is to be paid from a Special Account. The amount contributed from a Special Account, should meet or exceed the amount contributed by the largest non-PRP entity (i.e., EPA, state), and toward the total estimated response cost at the site. For example, if 50% of the funds needed to finance the estimated response are to be derived from a Special Account, and 45% of the response cost will be paid out of Fund monies, and the state pays the remaining 5% share of the response cost; the majority of the response cost is being paid out of a Special Account and the action qualifies for a SA, ST, or SS lead.

- ***For both Fund- and PRP-financed actions*** - The region must identify the technologies to be constructed. To do this, the following information must be entered into [CERCLIS](#): the Alternative Name, Media Name, Media Type, and the technology of the RA into the Response Action Type field (Selected Response Actions). Regions must also indicate if the RA is a long-term action (Critical Indicator = Long-Term Action).
- ***Limited Remedial Action*** - RODs where the only action selected is Monitored Natural Attenuation and/or Institutional Controls. Limited actions are distinguished from remedial actions because there is typically no remedial design and are distinguished from no action/no further action RODs because there is at least some remedial action component. In the case of monitored natural attenuation, natural processes are used to attain cleanup goals, and the remedial action may only consist of adding monitoring wells and determining that the remedial action is complete. For institutional controls, the remedial action consists of ensuring the institutional controls are in place. Regions should enter monitored natural attenuation and institutional controls as remedial actions (Action Name = Remedial Action or PRP RA) with the Limited RA critical indicator in [CERCLIS](#).
- ***Fund-financed (Including F-, TR-, and S-lead actions)*** - Credit for a Limited Action RA start at a final NPL site is given on the date ROD selecting a limited remedial action is signed. The actual start date (Actual Start) is entered into [CERCLIS](#) with the RA (Action Name = Remedial Action).
- ***PRP-financed RA from a Special Account (including Special Account Financed Action performed by EPA (SA-lead), the State (SS-Lead), or Tribal Governments (ST-lead) actions⁷)*** - Credit for a Limited Action RA start at a final NPL site is given on the date the ROD selecting a limited remedial action is signed. The actual start date (Actual Start) is entered into [CERCLIS](#) with the RA (Action Name = Remedial Action).
- ***PRP-financed under federal enforcement (RP-lead actions)*** - When the PRPs are doing the Limited Action RA (Action Name = PRP RA) at a NPL or Superfund Alternative site under the terms of a CD, UAO or judgment for RA only, the RA start date (Actual Start) is the same as the date (Action Complete) of the PRP's written notice of intent to comply with the UAO (Action Name = Unilateral Admin Order and SubAction Name = PRPs Ntfy EPA, Intent to Comply); or the date the Regional Administrator signs the memorandum transmitting the CD (Action Name = Consent Decree) to DOJ or HQ; or the date (Actual Complete) the judgment (Action Name = Judicial/Civil Judgment) was signed by the federal judge. Where the PRP is in significant non-compliance with the UAO, credit will be withdrawn.
- ***PRP-financed under federal enforcement (MR-lead actions)*** - When the PRPs are doing the Limited Action RA at a NPL or Superfund Alternative site under the terms of a CD or judgment for RA only, the RA start date (Actual Start) is the same as the date (Actual Start) the CD (Action Name = Consent Decree) is transmitted by the Regional Administrator to HQ or the DOJ; or the date (Actual Complete) the judgment (Action Name = Judicial/Civil Judgment) was signed by the federal judge.
- ***PRP-financed under State enforcement (PS-lead actions)*** - When the PRPs are doing the Limited Action RA (Action Name = PRP RA) at a NPL or Superfund Alternative site under a state order or comparable enforcement document, and the site is covered by a state cooperative agreement or SMOA with a schedule for work at the site, and EPA approved the ROD, the Limited Action RA starts (Actual Start) on the issuance or effective date of the enforcement instrument.

For Fund, Special Account, and PRP-financed actions - The region must identify the technologies to be constructed. To do this, the following information must be entered into [CERCLIS](#): the Alternative Name, Media Name, Media Type, and the technology of the RA into the Response Action Type field (Selected Response Actions). Regions must also indicate the RA is a limited remedial action (Critical Indicator = Limited Remedial Action).

⁷ Actions qualify for SA, ST, and SS leads, when the majority of funding toward the total estimated response cost (including direct and indirect costs) is to be paid from a Special Account. The amount contributed from a Special Account, should meet or exceed the amount contributed by the largest non-PRP entity (i.e., EPA, state), and toward the total estimated response cost at the site. For example, if 50% of the funds needed to finance the estimated response are to be derived from a Special Account, and 45% of the response cost will be paid out of Fund monies, and the state pays the remaining 5% share of the response cost; the majority of the response cost is being paid out of a Special Account and the action qualifies for a SA, ST, or SS lead.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

This is a program measure. The actual start date (Actual Start) of the RA (Action Name = Remedial Action or PRP RA), the critical indicator (Long-Term Action or Limited Remedial Action), and, for PRP-lead RAs, the appropriate enforcement information must be entered into [CERCLIS](#). The region must enter the Alternative Name, Media Name, Media Type, and the remedial response actions (Selected Response Actions) associated with the RA into [CERCLIS](#). Funds for Fund-financed RAs are planned on a site-specific basis and are placed by name in the RA AOA. Funds for oversight of RP-lead RAs are planned on a site-specific basis and are found in the pipeline operations AOA. Superfund Alternative sites should be identified in [CERCLIS](#) using the special initiatives indicator by designating these sites as "Superfund Alternative".

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = Remedial Action (RA)	Program Measure	F, EP , TR, S, SA, SS, ST	Contract modification for the RA or IAG.	RA signed by the EPA CO; or IAG signed by the other federal agency.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)
Action name = PRP RA (BF)	Program Measure	MR	Written approval by the EPA of the PRP RD document, Memo transmitting the CD to DOJ or HQ The judgment, or written approval from the EPA of the final design document for the RD.	The date of written approval. Signed by the Regional Administrator Signed by the federal judge	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)
Action name = PRP RA (BF)	Program Measure	RP	Written approval from EPA of the PRP RD document; PRP's written notice of intent to comply with UAO Memo transmitting the CD and judgment EPA written approval of the final design document.	The date of written approval. The date of written notice. Memo signed by the Regional Administrator; judgment signed by the federal judge 100% design approval by EPA	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = PRP RA (BF)	Program Measure	PS	Written approval from the state of the PRP RD document.	The date of written approval.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for</u> the quarter in <u>which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>
Action name = Remedial Action (RA): <i>Limited Remedial Action</i>	Program Measure	F, TR, S, SA, SS, ST	Signed ROD.	ROD signature date	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for</u> the quarter in <u>which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>
Action name = PRP RA (BF): <i>Limited Remedial Action</i>	Program Measure	RP	PRP's written notice of intent to comply with UAO; Memo transmitting the CD to DOJ or HQ; A judgment.	The date of written notice. Signed by the Regional Administrator Signed by the federal judge.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for</u> the quarter in <u>which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>
Action name = PRP RA (BF): <i>Limited Remedial Action</i>	Program Measure	MR	CD transmitted by the Regional Administrator to HQ or the DOJ; or Judgment.	The date of CD transmittal memo. Signed by the federal judge.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for</u> the quarter in <u>which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = PRP RA (BF): <i>Limited Remedial Action</i>	Program Measure	PS	Enforcement instrument.	The date of issuance or effective date.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>

n. RA Contract Award (NPL & PRP-lead Superfund Alternative)

Definition:

Award of RA contract is the date a contract for construction of the remedy is awarded.

Definition of Accomplishment:

Fund-financed (Including F-, TR-, and S-lead actions) - Date (recorded in [CERCLIS](#) as an Actual Complete) when the EPA, state, USACE, or BUREC awards (signs) a contract to initiate a Fund-financed RA.

If a RAC contractor is assigned RA responsibility, the award of RA contract at a final NPL site is defined as the date the RA subcontract is signed by the contractor. If an ERRS contractor will be performing the RA, award of RA contract is defined as the date (Actual Complete) the contract modification for the RA is signed by the EPA CO.

PRP-financed under federal enforcement (Including MR-, RP-, and PS-lead actions) - Date (recorded in [CERCLIS](#) as an Actual Complete) when the PRP awards a contract to initiate the RA at a NPL or Superfund Alternative site, as documented in a memorandum to the site file.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

The actual completion date (Actual Complete) must be placed in [CERCLIS](#) with the RA SubAction, Award of RA Contract (Action Name = Remedial Action or PRP RA and SubAction Name = Award of Contract). This is a program measure. Superfund Alternative sites should be identified in [CERCLIS](#) using the special initiatives indicator by designating these sites as "Superfund Alternative".

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = Remedial Action(RA)	Program Measure	F, TR, S	Contract, subcontract, or contract modification.	EPA, state, USACE, or BUREC signed contract. RA subcontract signed by the RAC contractor or the contract modification for the RA signed by the EPA CO.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>
Action name = PRP RA (BF)	Program Measure	MR, RP, PS	Memo documenting PRP awarded contract.	The date of memo to the site file.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>

o. Start of On-Site ConstructionDefinition:

This measure counts all removal actions, remedial actions, limited remedial actions, or RODs for groundwater monitoring at non-NPL, NPL, or Superfund Alternative sites.

Remedial Actions - A remedial action is the implementation of the remedy selected in the ROD. Remedial actions can only be funded at sites that are on the final NPL. This measure tracks each remedial action on-site construction at a site.

Limited Remedial Action - Limited remedial actions result from RODs which select monitored natural attenuation to attain cleanup goals and/or institutional controls as the only response actions. Limited actions are distinguished from no action/no further action RODs, such as those where groundwater monitoring is the only response activity selected. Regions should enter monitored natural attenuation and institutional controls as remedial actions (Action Name = Remedial Action or PRP RA) in [CERCLIS](#).

Groundwater monitoring is defined as the collection and analysis of groundwater samples as a result of a ROD that addresses groundwater contamination at a site or operable unit. The purpose of the groundwater monitoring is to ensure that ROD assumptions regarding no action on the groundwater are correct rather than to verify performance of a groundwater restoration or containment remedy. If the ROD specifies that groundwater monitoring is the **only** activity that will be implemented during an operable unit groundwater cleanup, then it is a no action or no further action ROD. For this type of activity, regions should enter a groundwater monitoring activity/action: [Action Name = Grndwtr Monitor (Post-ROD)] into [CERCLIS](#).

Definition of Accomplishment:

Remedial Action (RA On-Site Construction) – A site is addressed through a remedial action when the EPA, RAC, the USACE, BUREC, state or PRP, or their contractors have begun on-site construction work at a site for the remedial action remedy selected in the ROD.

- **Fund-financed (Including F-, TR-, and S- lead actions)** - EPA, the state or their contractors have begun work for on-site construction of the remedy at a site on the final NPL. A memo to file documenting that the contractor has mobilized and began substantial and continuous physical on-site remedial action is required. This date is entered into [CERCLIS](#) as the RA On-Site Construction SubAction (Action Name = Remedial Action and SubAction Name = RA On-Site Construction Start) actual completion date (Actual Complete).
- **PRP-financed under federal enforcement (Including RP- and MR- lead actions)** - The PRPs or their contractors have begun work at a NPL or Superfund Alternative site for on-site construction of the remedy. The date of on-site construction must be documented in a memorandum to the site file stating when the contractor began substantial and continuous physical on-site remedial action. A copy of a report of start up from the contracting party is also acceptable. The date of on-site construction must be entered into [CERCLIS](#) as the RA On-Site Construction SubAction (Action Name = PRP RA and SubAction Name = RA On-Site Construction Start) actual completion date (Actual Complete).

In addition, to receive credit under this measure, the PRPs must be in compliance with a UAO, or an enforcement instrument signed by EPA and the PRPs, or a judgment signed by a federal judge. The following information must be entered into [CERCLIS](#) for the enforcement instrument:

- The date (Actual Complete) the PRPs provide notice of intent to comply (Action Name = PRP Notify EPA of Intent to Comply) with a UAO for the RP-lead RA signed (Actual Complete) by the designated regional official (Action Name = Unilateral Admin Order), and the Response Acts Pd by Parties of "PRP RA"; or
- The date the CD (Action Name = Consent Decree) was signed by the PRPs, the designated regional official, and the federal judge (Actual Complete), and the Response Acts Pd by Parties of "PRPRA"; or
- The date a judgment (Action Name = Judicial/Civil Judgment) was signed by the federal judge (Actual Complete), and the Response Acts Pd by Parties of "PRP RA".
- **PRP-financed under State enforcement (PS-lead actions)** - The PRPs or their contractors have begun work at a NPL or Superfund Alternative site for on-site construction of the remedy. The date of on-site construction must be documented in a memorandum to the site file stating when the contractor began substantial and continuous physical on-site remedial action. A copy of a report of start up from the contracting party is also acceptable. The date of on-site construction must be entered into [CERCLIS](#) as the RA On-Site Construction SubAction (Action Name = PRP RA and SubAction Name = RA On-Site Construction Start) actual completion date (Actual Complete). In addition, to receive credit under this measure, the PRPs must be working under a state enforcement instrument.

Limited Remedial Action - Credit for the start of a Limited Action RA is given when:

- **Fund-financed (Including F-, TR-, and S-lead actions)** - The ROD selecting a limited remedial action is signed at a site on the final NPL. The actual start date (Actual Start) is entered into [CERCLIS](#) with the RA (Action Name = Remedial Action).
- **PRP-financed under federal enforcement (Including MR- and RP- lead actions)** - When the PRPs are doing the Limited Action RA at a NPL or Superfund Alternative site under the terms of a CD, UAO or judgment for Limited Action RA only, the RA start date (Actual Start) is the same as the date (Action Complete) of the PRP's written notice of intent to comply with the UAO for the RP-lead RA (Action Name = Unilateral Admin Order and SubAction Name = PRPs Ntfy EPA, Intent to Comply); or the date the Regional Administrator signs the memorandum transmitting the CD (Action Name = Consent Decree) to DOJ or HQ [as recorded in [CERCLIS](#) as the actual CD (Action Name = Consent Decree) start (Actual Start)]; or the date a judgment (Action Name = Judicial/Civil Judgment) is signed by the federal judge (Actual Complete). Where the PRP is in significant non-compliance with the UAO for the RP-lead RA, credit will be withdrawn.

- ***PRP-financed under State enforcement (PS-lead)*** - When the PRPs are doing the Limited Action RA (Action Name = PRP RA) at a NPL or Superfund Alternative site under a state order or comparable enforcement document, and the site is covered by a state cooperative agreement or SMOA with a schedule for work at the site, and EPA approved the ROD, the Limited Action RA start (Actual Start) is the issuance or effective date of the enforcement instrument;

Groundwater Monitoring (as the only activity taken at the site or groundwater operable unit) - Credit is given for a groundwater monitoring activity [Action Name = Grndwtr Monitor (Post-ROD)] start (Actual Start) when:

- ***Fund-financed (Including F-, TR-, and S- lead actions)*** - Fund-financed Groundwater Monitoring starts at a site on the final NPL when:
 - EPA, the state, or their contractors take the first sample of an existing well after the ROD is signed; or
 - EPA, the state, or their contractors have begun work for on-site construction of a new well, if necessary, after the ROD is signed.

This date is documented in a memo to the file.

- ***PRP-financed under federal enforcement (Including MR- and RP- lead actions)*** - PRP-financed groundwater monitoring under federal enforcement starts at a NPL or Superfund Alternative site when:
 - The PRPs or their contractors take the first sample of an existing well after the ROD is signed; or
 - The PRPs or their contractors have begun work at a site for on-site construction of a new well, if necessary, after the ROD is signed.

This date is documented in a memo to the file.

- ***PRP-financed under State enforcement (PS-lead actions)*** - PRP-financed groundwater monitoring under state enforcement starts at a NPL or Superfund Alternative site when a state order or comparable state enforcement document is signed by the last state official.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

RAs, limited remedial actions, and groundwater monitoring (post-ROD) starts will be tracked separately for management purposes. Groundwater monitoring and oversight of groundwater monitoring is covered under the Pipeline Operations AOA. The date of RA on-site construction (Action Name = Remedial Action and SubAction Name = RA On-site Construction Start) will be used for purposes of establishing the Statute of Limitation (SOL) determination. It is also used as the trigger date for a statutory Five Year Review, if applicable. The Five Year Review planned completion date is set for five years after the RA On-Site Construction Start planned start date. The Five Year Review planned completion date will be greyed out and uneditable once the actual start date for the RA On-Site Construction Start is entered. This is a program measure.

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = Remedial Action (RA): SubAction name = RA On-Site Construction (RG)	Program Measure	F, TR, S	Memo	The date of memo to the site file.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered prior to the quarterly pull for the quarter in <u>which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>
Action name = PRP RA (BF): SubAction name = RA On-Site Construction (RG)	Program Measure	RP, MR	Memo or a copy of a report of start up from the contracting party	Memo to site file.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for</u> the quarter in <u>which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>
Action name = PRP RA (BF): SubAction name = RA On-Site Construction (RG)	Program Measure	PS	Memo or a copy of a report of start up from the contracting party. State enforcement instrument	Memo to site file.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for</u> the quarter in <u>which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>
Action name = <i>Limited</i> Remedial Action (RA) SubAction name = RA On-Site Construction (RG)	Program Measure	F, TR, S	Signed ROD.	The date of the ROD.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for</u> the quarter in <u>which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = Unilateral Admin Order (UA) Consent Decree (CD) Judicial/Civil Judgment (JG)	Program Measure	MR, RP	PRP's written notice of intent to comply with UAO; or Memo transmitting the CD to DOJ or HQ; or Judgment signed by the federal judge.	The date of PRPs written notice. Signed by the Regional Administrator Signed by the federal judge.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)
Action name = <i>Limited</i> PRP RA (BF)	Program Measure	PS	State order or comparable enforcement document and a state cooperative agreement of MOA EPA approved ROD Enforcement instrument.	The date of issuance or effective date of the enforcement instrument. Not specified	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)
Action name = Grndwtr Monitor (Post- ROD) (GM)	Program Measure	F, TR, S	Start: Signed ROD and Memo.	Start: The date of memo to file documenting first sample or new well. Memo to site file.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)
Action name = Grndwtr Monitor (Post- ROD) (GM)	Program Measure	MR, RP	Start: Signed ROD and Memo.	Start: The date of memo to file documenting first sample or new well. Memo to site file.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Grndwtr Action name = Monitor (Post-ROD) (GM)	Program Measure	PS	Start: State order or comparable state enforcement document.	Start: Signed by last state official	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>

p. Operational and Functional (O&F)

Definition:

O&F activities are conducted after physical construction of the remedy is complete to ensure that it is functioning properly and operating as designed. A remedy is determined to be operational and functional either one year after construction is complete, or when EPA and the state concur that the remedy is functioning properly and is performing as designed. EPA may grant extensions to the one-year period, as appropriate. O&F activities occur during the last year of the RA activities. O&F determinations are only made for those remedies that have an operation and maintenance (O&M), Long-term response action (LTRA), or PRP Long-term response action (PRPLR) component. All leads except Federal facilities may have an O&F determination. Monitored natural attenuation also has a simplified O&F determination. EPA is responsible for the O&F determination (with concurrence from the appropriate parties); therefore all O&F subactions are given a Fund-financed lead code.

Definition of Accomplishment:

O&F activities are completed when the appropriate parties (e.g., state, PRP) concur that the remedy is operational and functional, and the completion (Actual Completion Date) of O&F (SubAction Name = Operational and Functional) is documented by a letter from EPA to the appropriate parties. The date of O&F is also documented in the Interim or Final RA Report, which is to be approved by the region within 90 days after the remedy is O&F.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

The completion (Actual Complete) of O&F (Action Name = Operational and Functional) are reported site and OU specifically in [CERCLIS](#). This is a program measure. As a subaction, O&F does not receive funding.

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentatio n Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
SubAction Name = Operational and Functional (OF)	Program Measure	F	O&F determination in Interim or Final RA Report Letter to the interested parties.	Signed by the designated regional official within 90 days after the remedy is O&F Not specified	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>

q. Completion of a Response Action/Activity (NPL & PRP-lead Superfund Alternative)Definition:

Remedial Actions - A Fund-financed remedial action at a final NPL site or PRP-lead remedial action at a NPL or Superfund Alternative site is the implementation of the remedy selected in the ROD. Remedial actions can only be funded at sites that are final on the NPL. This measure tracks each remedial action completion at a site.

Limited Remedial Action - Fund-financed limited remedial actions at a final NPL site or PRP-lead limited remedial actions at NPL or Superfund Alternative sites result from RODs which select monitored natural attenuation to attain cleanup goals and/or institutional controls as the only response actions. Limited actions are distinguished from remedial actions because there is typically no remedial design; and are distinguished from no action/no further action RODs because there is at least some remedial action component. In the case of monitored natural attenuation, the remedial action may only consist of adding monitoring wells and sampling until it is determined that the cleanup goals are met. For institutional controls, the remedial action consists of ensuring the institutional controls are in place. Regions should enter monitored natural attenuation and institutional controls as remedial actions (Action Name = Remedial Action or PRP RA) with the Limited RA critical indicator in [CERCLIS](#).

Groundwater Monitoring (Post-ROD) - Fund-financed groundwater monitoring at a final NPL site or PRP-lead groundwater monitoring at a NPL or Superfund Alternative site is defined as the collection and analysis of groundwater samples as a result of a ROD that addresses groundwater contamination at a site or operable unit. The purpose of the groundwater monitoring is to ensure that ROD assumptions regarding no action on the groundwater are correct rather than to verify performance of a groundwater restoration or containment remedy. If the ROD specifies that groundwater monitoring is the **only** activity that will be implemented during a operable unit groundwater cleanup, then it is a no action or no further action ROD. Enter groundwater monitoring actions [Action Name = Grndwtr Monitor (Post-ROD)] into [CERCLIS](#).

Remedial action, limited remedial action, and groundwater monitoring (post ROD) completions will be tracked separately but accomplishments will be reported on a combined basis.

Definition of Accomplishment:

Remedial Action Completion (Fund- or PRP-financed) - A Fund-financed RA completion at final NPL or a PRP-lead RA completion at a NPL or Superfund Alternative site is achieved when the designated regional official (Branch Chief or above, as determined by the EPA region) approves, in writing, the Interim or Final Remedial Action Report. The approval can be provided with an appropriate signature on the RA Report cover sheet or by letter to the originator of the RA Report. The date of the acceptance of the Interim or Final RA Report must be entered into [CERCLIS](#) as the RA

(Action Name = Remedial Action or PRP RA) actual completion date (Actual Completion).⁸ If the Interim or Final RA report is delayed beyond 90 days, then the O&F determination (not RA completion) will be used for LTRA start, PRP LR start, or O&M start, as applicable.

An action qualifier must be entered into [CERCLIS](#) indicating the RA was completed via an Interim or Final RA Report (Action Qualifier = Interim RA or Final RA).

Interim Remedial Action Report

Criteria for EPA approval of the Interim RA Report are:

- The remedy includes groundwater or surface water restoration, with active treatment or monitored natural attenuation, to reduce contaminant concentrations to meet cleanup goals (and cleanup goals have not been achieved);
- For active treatment, the construction of the treatment system is completed, and the system is operating as intended (operational & functional);
- For monitored natural attenuation, any necessary RA, such as monitoring wells, has been constructed;
- If the OU includes remedy components other than groundwater, construction activities are complete and cleanup goals specified in the ROD have been achieved for these components;
- A contract final inspection or equivalent has been conducted; and
- The Interim RA Report contains the information described in OSWER Directive 9320.2-09A-P, "Close Out Procedures for National Priorities List Sites."

Note: When an Interim RA Report has already been prepared, the Interim RA report can simply be amended to create the Final RA Report. The amendment would add information on activities that occurred after the Interim RA Report was completed.

Final Remedial Action Report

Criteria for approval of the Final RA Report for a given OU are:

- All construction activities are complete, including site restoration and demobilization;
- All cleanup goals specified in the ROD have been achieved, including those for ground- and surface water restoration, if applicable;
- If containment, the remedy is operating as intended (operational & functional)
- A contract final inspection or equivalent has been conducted; and
- The Final RA Report contains the information described in, OSWER Directive 9320.2-09A-P, "Close Out Procedures for National Priorities List Sites."

The following table provides examples of remedial actions and indicates when Remedial Action Completion can be achieved.

⁸The Interim or Final RA report may take some time to compile; however, the goal is to have the report submitted to the region for approval within 90 days of the final inspection or O&F determination.

REMEDIAL ACTION COMPLETION EXAMPLES

Example RA	RA Complete
Excavation and off-site disposal of contamination.	After all wastes have been excavated and removed from the site to an approved location; site has been restored; cleanup goals have been achieved; and the Final RA Report is approved.
On-site treatment of wastes, other than groundwater or surface water, to achieve cleanup goals (e.g., soil vapor extraction, bioremediation, incineration).	After cleanup goals have been achieved for the treated wastes, site has been restored, and the Final RA Report is approved.
Containment remedies.	After construction of the designed remedy is complete, cleanup goals have been achieved, and the Final RA Report is approved.
Groundwater and surface water restoration remedies that involve active treatment to reduce contaminant concentrations to meet cleanup goals.	After construction of the treatment plant and monitoring system are completed, the plant/system is operating as intended, (also called operational and functional, O&F) and the Interim RA Report is approved. (The Final RA Report is prepared when cleanup levels are achieved.)
Groundwater and surface water restoration remedies where restoration is later determined to be technically impracticable (TI waiver).	RA completion has already been documented by an interim RA Report, as above; however, the region, must prepare a ROD amendment to document the TI waiver.

Limited Remedial Action Completion (Fund- or PRP-financed)

The following table provides examples of limited remedial actions and indicates when Limited Remedial Action Completion can be achieved.

LIMITED REMEDIAL ACTION COMPLETION EXAMPLES

Example RA	RA Complete
Groundwater and surface water restoration remedies that involve monitored natural attenuation to reduce contaminant concentrations to meet cleanup goals.	After the ROD is signed, any necessary RA is conducted, and the Interim RA Report is approved. (Final RA Report is prepared when natural attenuation cleanup goals are achieved.)
Implement institutional controls.	When institutional controls are implemented as summarized in the Final RA Report.

Groundwater Monitoring (as the only activity taken at the site or groundwater operable unit)

Groundwater monitoring [Action Name = Grndwtr Monitor (Post-ROD)] completion at a final NPL site or PRP-lead groundwater monitoring completion at a NPL or Superfund Alternative site is defined as the date (Actual Complete) EPA determines that groundwater monitoring is no longer necessary. This determination may be documented in the Final Superfund Close-Out Report, Five Year Review report, or memorandum signed by the appropriate regional official. An RA Report is not prepared since an RA is not being performed.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

Remedial action, limited remedial action and groundwater monitoring (post ROD) completions will be tracked separately but accomplishments will be reported on a combined basis. Regions must enter an action qualifier into [CERCLIS](#) indicating the RA was completed via an Interim or Final RA Report (Action Qualifier = Interim RA or Final RA).

Superfund Alternative sites should be identified in [CERCLIS](#) using the special initiatives indicator by designating these sites as "Superfund Alternative".

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = Remedial Action (RA) <i>Completion</i>	Program Measure	F, S, TR, MR, RP, PS	Written approval of the Interim or Final Remedial Action Report.	Written approval from the designated regional official of the Interim or Final Remedial Action Report.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>
Action name = <i>Limited</i> Remedial Action (RA) <i>Completion</i>	Program Measure	F, S, TR, MR, RP, PS	Interim or Final RA Report.	Signed by the designated regional official	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>
Action name = Grndwtr Monitor (Post- ROD) (GM) <i>Completion</i>		F, S, TR, MR, RP, PS	Final Superfund Close-Out Report, Five Year Review report, memorandum.	Signed by the Regional Administrator, with HQ concurrence. Not specified Signed by appropriate regional official.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>

r. NPL Site Construction Completions

Definition:

Construction at an NPL site is considered complete when physical construction is complete for the entire site as a result of one or several removal or remedial actions and a Preliminary or Final Close Out Report (PCOR or FCOR) has been signed by the designated regional official and concurred with by HQ. The report must address construction activities for the entire site. There is only one NPL site construction completion per NPL site. For more detailed information, see OSWER Directive 9320.2-09A-P, "Close Out Procedures for National Priorities List Sites."

Definition of Accomplishment:

The following table explains coding and accomplishment requirements.

NPL SITE CONSTRUCTION COMPLETION

Examples of last OU or activity	When Construction is Complete	Coding Requirements
1) Excavation and off-site disposal of contamination, 2) On-site treatment of wastes (except for groundwater restoration, bioremediation or soil vapor extraction), or 3) Containment remedies.	Pre-final inspection has been conducted, only minor punch list items remain, and the designated regional official has signed the Preliminary or Final Close-Out Report (PCOR or FCOR).	The region enters completion date of the report into CERCLIS as the actual completion date (Actual Complete) of the Preliminary Close-Out Report [Action Name = Prelim Close-Out Rep Prepared], or the actual completion date (Actual Complete) of the Final Close-Out Report [Action Name = Close Out Report] AND HQ enters the Construction Completion indicator into CERCLIS . This action constitutes HQ concurrence with the PCOR or FCOR documentation.
In-situ bioremediation, ex-situ bioremediation, or soil vapor extraction.	Treatment unit has been constructed, is operating as designed, studies show that technology will achieve cleanup goals, and the designated regional official has signed the PCOR.	
Groundwater and surface water restoration remedies that involve active treatment to reduce contaminant concentrations to meet cleanup goals.	Remedy is documented in final ROD (interim action RODs must be finalized), physical construction of the remedy is complete, and the designated regional official has signed the PCOR.	
Groundwater and surface water restoration remedies that involve monitored natural attenuation to reduce contaminant concentrations to meet cleanup goals	Remedy is documented in final ROD (interim action RODs must be finalized), any necessary physical construction is complete, and the designated regional official has signed the PCOR.	
RODs with contingency remedies	Physical construction of the remedy is complete, a pre-final inspection has been conducted, only minor punch list items remain, the PCOR or FCOR demonstrates that use of the contingency is not anticipated, and the designated regional official has signed the PCOR or FCOR.	

Examples of last OU or activity	When Construction is Complete	Coding Requirements
Sites deleted from the NPL prior to reaching Construction Completion.	When (1) EPA determines that all physical construction is complete under all statutory authorities, and (2) all other applicable construction completion policy criteria have been satisfied.	Consistent with requirements for final NPL sites.
Sites requiring no remedial action or no further remedial action in the last OU. This includes groundwater monitoring if that is the only activity specified in the ROD.	No action or no further action ROD has been signed, and the designated regional official has signed the PCOR or FCOR. No Action RODs will not be accepted for Construction Completion.	The region enters the completion date of the report into CERCLIS as the actual completion date (Actual Complete) of the PCOR (Action Name = Prelim Close-Out Report Prepared) or the actual completion date (Actual Complete) of the Final Close-Out Report (Action Name = Close Out Report).
Institutional controls as the only remedy in the ROD.	The PCOR indicates that the institutional controls are in the schedule for site completion, and the designated regional official has signed the PCOR. If institutional controls have been implemented, region can go directly to FCOR.	AND HQ enters the Construction Completion indicator into CERCLIS . This action constitutes HQ concurrence with the PCOR or FCOR documentation.
NPL site entirely addressed through removal actions. For removals with institutional controls, see above.	Fund-Financed: Contractor has demobilized, as recorded in POLREP. PRP-Financed: Region certifies that PRPs or their contractor have completed the removal specified in the Action Memorandum and fully met the terms of the AO, CD or judgment Both Fund- and PRP-Financed: The designated regional official has signed the FCOR. The FCOR must demonstrate that the removal process included an EE/CA, which complies substantially with NCP requirements.	The region enters the following into CERCLIS : The removal (Action Name = Removal Action or PRP Removal) actual completion date (Actual Complete) as reported in the POLREP; and the Qualifier that indicates that the site is Cleaned Up; and the actual completion date (Actual Complete) of the Final Close-Out Report (Action Name = Close Out Report); AND HQ enters the Construction Completion indicator into CERCLIS . This action constitutes concurrence with the FCOR documentation.
If an FCOR can be prepared initially, then the site can achieve the NPL Construction Completion and NPL Site Completion measure simultaneously. EPA is responsible for documenting construction completion; therefore all PCOR and FCOR actions are given a Fund-financed lead code.		

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

Regions will not receive credit for a NPL Site Construction Completion until the actual completion date of the Preliminary or Final Close-Out Report is entered into [CERCLIS](#), the necessary documentation is submitted to HQ, and HQ enters the construction completion indicator into [CERCLIS](#). Regions identify sites to meet the goal prior to the start of the

FY. Regions may receive credit under this measure and the NPL Site Completion measure as a result of the same remedial action or removal action. This is a GPRA annual performance goal.

Policy Five Year Review planned completion date is set for five years after the PCOR or FCOR planned completion date. The Five Year Review planned completion date will be greyed out once the actual completion date of the PCOR or FCOR is entered.

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action Name = Prelim Close- Out Rep Prepared (CM) or Close Out Report (CQ)	GPRA Annual Performance Goal	F	Preliminary or Final Close-Out Report (PCOR or FCOR) and/or;	Signed by designated regional official and concurrent with by HQ.	Within five working days, but no later than ten working days.
Action Name = Removal Action (RV)	GPRA Annual Performance Goal	F, S, TR, SA, SS, ST	POLREP FCOR	Final POLREP Signed by the Regional Administrator, with HQ concurrence.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs.</u> (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)
Action Name = PRP Removal (BB)	GPRA Annual Performance Goal	MR, RP, PS	Action Memorandum FCOR	Not specified Signed by the Regional Administrator, with HQ concurrence.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs.</u> (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)

PART III. POST CONSTRUCTION COMPLETION

s. Long-Term Response Action (LTRA and PRP LR) (NPL & PRP-lead Superfund Alternative)

Definition:

LTRA at a final NPL site is defined as the Fund-financed, or PRP-financed from a special account, operation of groundwater and surface water restoration actions (including monitored natural attenuation) involving treatment or other measures to restore ground- or surface-water quality to a level that assures protection of human health and the environment. The period of LTRA is administratively complete when:

- Measures restore ground- or surface-water quality to a level that assures protection of human health and the environment;
- Measures restore ground- or surface-water to such a point that the reductions in contaminant concentrations are no longer significant; or
- Ten years have elapsed; whichever is earliest.

PRP LR (PRP long-term response) is a specific type of O&M for those remedies with operation of ground-water and surface-water restoration actions (including monitored natural attenuation) involving treatment or other measures to restore ground- or surface-water quality to a level that assures protection of human health and the environment. The period of PRP LR is administratively complete when:

- Measures restore ground- or surface-water quality to a level that assures protection of human health and the environment; or
- Measures restore ground- or surface-water to such a point that the reductions in contaminant concentrations are no longer significant; whichever is earliest.

Note that LTRA and PRP LR do not apply to other remedies that require a long time to achieve cleanup goals, such as bioremediation or soil vapor extraction. LTRA and PRP LR also do not apply to groundwater or surface water containment measures, groundwater monitoring, groundwater or surface water measures initiated for the primary purpose of providing a drinking water supply.

The appropriate use of Special Account funds is provided in the "Consolidated Guidance on the Establishment, Management and Use of CERCLA Special Accounts" dated October 4, 2002.

Definition of Accomplishment:

Fund-financed LTRA, PRP-financed from a Special Account (Including Special Account Financed Action performed by EPA (SA-lead), the State (SS-lead), or Tribal Government (ST-lead) actions) or PRP LR Start: LTRA at a final NPL site or PRP-LR at a NPL or Superfund Alternative site (Action Name = Long Term Response or PRP LR) begins (Actual Start Date) on the date the remedy is determined to be O&F. Note that RA completion may occur later than LTRA start because the Interim RA Report is to be submitted to the region for approval within 90 days of the O&F determination.

Fund-financed LTRA or PRP-financed from a Special Account Completion: LTRA at a final NPL site is complete (Actual Complete Date) ten years after it begins, when cleanup goals are achieved as documented in the final RA Report, or when a technical impracticability determination is made, whichever is earlier. LTRA transitions to O&M if cleanup goals have not been achieved within the ten-year period.

PRP LR Completion: PRP LR at a NPL or Superfund Alternative site is complete (Actual Complete Date) when cleanup goals are achieved as documented in the final RA Report or when a technical impracticability determination is made, whichever is earlier.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

LTRA and PRP LR are planned on a site-specific basis (Action Name = Long-term Response or PRP LR) in [CERCLIS](#) and are used for resource allocation purposes only. Funds for LTRA are issued site-specifically in the RA AOA. Funds for oversight of the PRP LR are contained in the pipeline operations AOA.

Superfund Alternative sites should be identified in [CERCLIS](#) using the special initiatives indicator by designating these sites as "Superfund Alternative".

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = Long Term Response (LR)	Program Measure	F, S, TR, SA, SS, ST	Start Interim Remedial Action Report. Complete Letter to the state confirming LTRA transfer; or Final RA Report; or Technical impracticability determination	Start Written approval from the designated regional official. Complete Signed by the appropriate regional official. Date is 10 years after LTRA began; or Written approval from the designated regional official (Branch Chief or above). Date is when cleanup goals are achieved; or Written approval from the designated regional official	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs.</u> <u>(Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>
Action name = PRP LR (ME)	Program Measure	RP, MR, PS, SR	Start Interim Remedial Action Report Complete Final RA Report; or Technical impracticability determination	Start Written approval from the designated regional official Complete Written approval from the designated regional official (Branch Chief or above). Date is when cleanup goals are achieved; or Written approval from the designated regional official	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs.</u> <u>(Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>

t. Operation and Maintenance (O&M)Definition:

O&M are the activities required to maintain the effectiveness or the integrity of the remedy, and, in the case of Fund-financed or PRP-financed from a special account⁹ measures to restore ground- or surface- waters, continued operation of such measures beyond the LTRA period until cleanup goals are achieved. Except for Fund-financed or PRP-financed from a special account ground- or surface- water restoration actions covered under Section 300.435(f)(4) of the NCP, O&M measures are initiated after the remedy has achieved the remedial action objectives and remediation goals in the ROD, and is determined to be O&F (see definition of O&F).

Depending on the remedy that was implemented at the site/OU, O&M may not be required, may only be required for a defined timeframe, or may be required to be performed indefinitely. Examples of remedies where O&M may have an indefinite period of performance are sites where waste is contained on-site and the integrity of the cap must be maintained or sites where institutional controls must be maintained. In some instances, O&M may be complete when the ground-or surface- water restoration goals are met. The state or PRP is totally responsible for O&M.

Groundwater and surface water restoration measures, including monitored natural attenuation conducted by the PRPs, are technically defined as O&M. However, to better track these types of restoration remedies, regions should use PRP LR to indicate that these activities are being performed at the site.

The appropriate use of Special Account funds is provided in the "Consolidated Guidance on the Establishment, Management and Use of CERCLA Special Accounts" dated October 4, 2002.

Definition of Accomplishment:

O&M [Action Name = Operations and Maintenance] starts when the state or PRPs assume responsibility for all activities necessary to operate and/or maintain the long-term effectiveness or integrity of the actions selected in the ROD. O&M starts (Actual Start Date) on the date the remedy is declared O&F. Note that RA completion may occur later than O&M start because the Final RA Report is to be submitted to the region for approval within 90 days of the O&F determination.

For OUs where Fund-financed or PRP-financed through a Special Account LTRA is required, O&M (Action Name = Operation and Maintenance) begins when LTRA is complete [see Definition of Long-Term Response Action (LTRA)].

Where appropriate, the completion of O&M is defined as the date (Actual Complete) the performance standards or conditions specified in the Cooperative Agreement that provides funds for the RA, Superfund State Contract (SSC), or CD signed by EPA, the PRPs and federal judge have been met with respect to O&M. If O&M must be conducted indefinitely, regions should not enter an actual completion date.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

This is a program measure. O&M is planned site-specifically (Action Name = Operation and Maintenance) in [CERCLIS](#) and is used for resource allocation purposes only. Funds for oversight of O&M are contained in the pipeline operations AOA and/or a site specific special account. If O&M is not required, regions should not enter the action into [CERCLIS](#). Where O&M must be conducted indefinitely, regions should not enter a planned or actual completion date for the O&M action.

If the only O&M activities being conducted by the PRPs at the site are groundwater or surface water restoration, including monitored natural attenuation, regions should use the 'PRP LR' Action instead of the 'Operations and Maintenance' Action. In this situation, regions should not enter both Actions.

⁹Actions qualify for PRP-financed from a Special Account performed by the state (SS lead), when the majority of funding for the total estimated O&M cost (including direct and indirect costs) is to be paid from a Special Account. The amount contributed from a Special Account should meet or exceed the amount contributed by the largest non-PRP entity (i.e., state where applicable) toward the total estimated O&M cost at the site. For example for O&M, if 60% of the funds needed to finance the estimated cost are to be derived from a Special Account and 40% of the costs will be paid by the state, the majority of the cost is being paid for out of a Special Account and the action qualifies for a SS lead.

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentatio n Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action Name = Operations and Maintenance (OM) Start	Program Measure	RP, PS, MR, <u>SA</u> , SS, <u>ST</u> , SR, SN	O&F determination in Final RA Report Letter to the state confirming LTRA transfer.	Start: Signed by the designated regional official. Signed by the appropriate regional official. Date is 10 years after LTRA began.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior</u> <u>to the quarterly pull for the quarter in</u> <u>which the event occurs. (Generally,</u> <u>the quarterly pull occurs on the fifth</u> <u>business day following the end of</u> <u>FYQ1, FYQ2 and FYQ3, and on the</u> <u>tenth business day following the end</u> <u>of FYQ4.)</u>

u. Cleanup Goals AchievedDefinition:

This measure is used to indicate when cleanup goals are achieved for groundwater and surface water restoration remedies, including monitored natural attenuation. It tracks achievement of cleanup goals for these remedies because they have not yet been achieved at Remedial Action completion. This subaction is not used for other remedies.

Definition of Accomplishment:

Cleanup goals are achieved when the designated regional official (Branch Chief or above) approves in writing the Final Remedial Action Report for a groundwater or surface water restoration remedy. This report should update information previously prepared in the Interim Remedial Action Report. For more detailed information, see OSWER Directive 9320.2-09A-P, "Close Out Procedures for National Priorities List Sites."

Changes in Definition FY 04/05 - FY 06/07:

None

Special Planning/Reporting Requirements:

Cleanup Goals Achieved is planned on a site-specific basis (Action Name = LTRA or PRP LR or Operations & Maintenance and SubAction Name = Cleanup Goals Achieved) in [CERCLIS](#). This is a program measure.

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action Name = LTRA (LR) or PRP LR (ME) or O&M SubAction = Cleanup Goals Achieved (OQ)	Program Measure	F	Final Remedial Action Report	Written approval from regional official (Branch Chief or above)	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull</u> <u>for the quarter in which the event</u> <u>occurs. (Generally, the quarterly</u> <u>pull occurs on the fifth business</u> <u>day following the end of FYQ1,</u> <u>FYQ2 and FYQ3, and on the tenth</u> <u>business day following the end of</u> <u>FYQ4.)</u>

v. NPL Site Completions

Definition:

An NPL site must meet all six criteria below to be eligible for site completion:

- Cleanup goals specified in the RODs or removals are met;
- Institutional controls are in place;
- All Remedial Action Reports, On-Scene Coordinator Reports, and Pollution Reports have been completed;
- All RODs, ROD Amendments, and Explanation of Significant Differences (ESDs) have been completed;
- The site is protective of human health and the environment; and
- The only remaining activities, if any, at the site are operation and maintenance activities that are performed by the state, Federal facility, or responsible parties.

There is only one NPL Site Completion per NPL site, and the site must be final on the NPL. For more detailed information, see OSWER Directive 9320.2-09A-P, "Close Out Procedures for National Priorities List Sites."

Definition of Accomplishment:

A NPL Site Completion occurs when the Final Close-out Report (FCOR) has been signed by the Regional Administrator and concurred with by HQ. The region must enter the completion date (Actual Complete) of the Final Close-Out Report [Action Name = Close-Out Report] into [CERCLIS](#). EPA is responsible for documenting site completion; therefore all FCOR actions are given a Fund-financed lead code.

For examples of when to prepare FCORs, see the table in section B.A.3.q, Completion of Response Action/Activity.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

Regions may receive credit under this measure and the NPL Site Construction Completion measure as a result of the same Final Closeout Report. This is a program measure.

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentatio n Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = Close-Out Report (CQ)	Program Measure	F	Final Close-out Report (FCOR).	Signed by the Regional Administrator with HQ concurrence.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>

w. Five Year Reviews**Definition:**

A Five Year Review is a review of remedial action(s) selected under CERCLA §121(c). The purpose of the Five Year Review is to determine whether the remedy at a site is/remains protective of human health and the environment and to evaluate the implementation and performance of the selected remedy. Where remedial actions are still under construction, a Five Year Review determines whether immediate threats have been addressed and whether EPA continues to expect the remedy to be protective when all remedial actions are complete. EPA conducts statutory reviews of any site at which a post-SARA remedy, upon attainment of cleanup levels specified in the ROD, will not allow for unlimited use and unrestricted exposure. EPA conducts policy reviews at sites where remedial actions will attain cleanup levels that, upon completion, will allow for unlimited use and unrestricted exposure but will take longer than five years to complete, and at NPL removal only sites where cleanup levels do not allow unlimited use and unrestricted exposure. EPA may also conduct Five Year Reviews at their discretion for other sites.

Definition of Accomplishment:

Five Year Review Starts - Credit is given for a Five Year Review start when:

- ***Fund-financed (Including F-, TR-, S- or EP-lead actions)*** - EPA or the state begins any of the tasks discussed in the latest Five Year Review Guidance. This action may be documented by a memo to the file or EPA approval of a workplan for the Five Year Review. Note: EP-lead Five Year Reviews should have no associated funding.
- ***PRP-financed (Including RP- or PS-lead actions)*** - EPA approves the Five Year Review workplan submitted by the PRPs under the terms of an enforcement instrument. These lead codes indicate who finances and may perform some of the work. The Five Year Review is still required to be approved and signed by EPA.
- ***PRP-financed from a Special Account (Special Account Financed Action performed by EPA (SA lead))*** – A PRP-financed Five Year Review from a Special Account is started when EPA approves the Five Year Review workplan.

The actual start date (Actual Start) for the Five Year Review (Action Name = Five Year Review) must be entered into [CERCLIS](#).

Five Year Review Completions

Planned Completion Date: Five Year Review planned completion dates, and the Report Due (SubActionName = FYR Report Due) date are system generated based on Five Year Review type entered at the time of ROD completion.

Statutory: The Five Year Review and FYR Report Due planned completion date fields are populated for five years after the RA On-Site Construction Start SubAction planned completion date. Both the Five Year Review planned completion date and the FYR Report Due planned completion date will be updated by the system based on the changes to the planned or actual completion dates for the triggering RA On-Site Construction Start subaction. The Five Year Review planned completion date will be editable. The FYR Report Due planned completion date will be greyed out and uneditable and will be locked once the actual completion date for the RA On-Site Construction Start subaction is entered.

Policy: The Five Year Review and FYR Report Due planned completion dates are populated for five years after the PCOR or FCOR planned completion date. Both the Five Year Review planned completion date and the FYR Report Due planned completion date will be updated by the system based on changes to the planned or actual completion dates for the triggering PCOR or FCOR. The Five Year Review planned completion date will be editable. The FYR Report Due planned completion date will be greyed out and uneditable and will be locked once the actual completion date of the PCOR or FCOR is entered.

Discretionary: The Five Year Review planned completion date is based on the date set by the user at the time of entry of Five Year Review type.

No Review: No Five Year Review action will be generated.

Actual Completion Date: The Five Year Review is complete on the date the designated regional official signs the Five Year Review report stating whether the remedy is, or is not, protective of human health and the environment. The actual completion date (Actual Complete) for the Five Year Review (Action Name = Five Year Review) must be entered into [CERCLIS](#).

Five Year Review Addendum Completion Subaction

Planned Completion Date: Five Year Review Addendum (Subaction name = FYR Addendum) planned completion date is system generated based on the date entered into the Five Year Review Protectiveness determination

tab in the “Planned Date of Addendum” text box for sites that have a “Protectiveness Deferred” OU-specific or sitewide determination. The FYR Addendum Planned Completion date will be editable.

Actual Completion Date: Five Year Review Addendum is complete on the date the designated regional official signs the Five Year Review addendum stating a new protectiveness determination of all remedies that have deferred protectiveness determinations. The actual completion date (Actual Complete) for the Five Year Review Addendum subaction must be entered into CERCLIS.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

A new Five Year Review module was implemented in CERCLIS on June 26, 2006. While the data that is being captured is still the same, there are several noticeable differences. In CERCLIS there is now:

- A Five Year Review addendum subaction for completed reviews with protectiveness deferred statements;
- The ability to update a trigger on a planned Five Year Review;
- The ability to modify the Five Year Review type on a planned review;
- The ability to associate issues/recommendations with the correct OU and response actions; and
- The ability to enter/track more than one Five Year Review with multiple OUs for each site.

In order to receive credit for a Five Year Review completion the region must enter the following data into CERCLIS through the SCAP screens:

- applicable OUs
- the associated remedy (ies) with issues
- associated issue for each OU (if there is no issue, enter the relevant OU(s) with the “No Issue” category)
- recommendations or follow-up actions (a party responsible, oversight agency, and milestone date must be identified for each recommendation or follow-up action)
- protectiveness determination for each remedy/OU (if a determination is deferred, enter a date for when a protectiveness determination will be made)
- protectiveness statement as it appears in the Five Year Review

If the Construction Completion flag has been checked for the site, the user must enter the following information:

- site protectiveness determination
- site-wide protectiveness statement as it appears in the Five Year Review

All Sites must have the following information:

- If future Five Year Reviews are not necessary at the site, indicate that this is the final Five Year Review at the site

Five Year Review completes must be planned and reported site-specifically (Action Name = Five Year Review) in CERCLIS. Funds are allocated in the Remedial Action AOA. This is a program target for Superfund. Five Year Review completes are a Program Measure for Federal facilities (See Exhibit B.1 in Appendix B and Exhibit D.1 in Appendix D).

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = Five Year Review	Program Target	F, TR, S, EP	<u>Start:</u> Memo; or Workplan	Date of memo to file documenting tasks. EPA approval	Within 5 working days, but no later than 10 working days.
Action name = Five Year Review	Program Target	MR, RP, PS	<u>Start:</u> Five Year Review workplan	EPA approval	Within 5 working days, but no later than 10 working days.
Action name = Five Year Review	Program Target	F, TR, S, EP, MR, RP, PS	<u>Complete:</u> Five Year Review report	Signed by regional official.	Within 5 working days, but no later than 10 working days.

x. Partial NPL DeletionDefinition:

EPA will consider partial deletion for portions of sites when no further response is appropriate for that portion of the site. Such portion may be a defined geographic unit of the site, perhaps as small as a residential unit, or may be a specific medium at the site (e.g., groundwater), depending on the nature or extent of the release(s). The criteria for partial deletion are the same as for final deletion. EPA must consider, in consultation with the state, whether the following criteria have been met for that portion of the site:

- Responsible or other parties have implemented all appropriate response actions required;
- All appropriate Fund-financed response under CERCLA has been implemented, and no further cleanup by responsible parties is appropriate; or
- The remedial investigation has shown that the release poses no significant threat to public health, or the environment and, therefore, taking of remedial measures is not appropriate.

Definition of Accomplishment:

The partial NPL deletion process begins when a Notice of Intent to Partially Delete (Action Name = Notice of Intent to Partially Delete) is published in the *Federal Register* for the specified portion of a site on the NPL. Notice of Intent to Partially Delete is completed (Actual Complete) the day the Federal Register is published. If the Direct Final Process for Partial Deletions is used, the process begins when the Direct Final Action Notice is published in the Federal Register [Action Name = Notice of Intent to Partially Delete].

The partial NPL deletion process (Action Name = Partial NPL Deletion) is complete (Actual Complete) when the Notice of Partial Deletion is published in the *Federal Register* for the specified portion of a site on the NPL. If the Direct Final Process for Partial Deletions is used and the comment period has ended with no adverse comments, the actual completion (Actual Complete) is the effective date of deletion specified in the Direct Final Action Notice.

Start dates are not required for either the Notice of Intent to Partially Delete (NOIPD) or the Partial NPL Deletion actions. The completion of the NOIPD action signifies the start of the partial deletion action.

HQ will enter the Partial Deletion and the Notice of Intent to Partially Delete from the NPL Action and the completion dates into [CERCLIS](#).

For more detailed information, see OSWER Directive 9320.2-09A-P, "Close Out Procedures for National Priorities List Sites."

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

Partial NPL deletions are tracked separately from final NPL deletions. Partial site NPL deletions will be entered by HQ if a portion or portions of the release remain listed on the NPL following completion of the partial deletion.

Partial deletions will only be coded at specific Operable Units (OUs) when a single OU is subject to the partial deletion and the particular OU is specified in the Notice of Intent to Partially Delete in the *Federal Register*. Partial deletion actions that address multiple OUs or areas that do not directly correspond to a specific OU will be coded at OU00 (sitewide).

A site deletion (Action Name = Deletion from NPL) will be entered by HQ if the deletion activity addresses the remaining release listed on the NPL (either as a one-time deletion activity for the entire site as originally listed, or as the last deletion activity associated with a site subject to previous partial deletions). This is a program measure.

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = Notice of Intent to Partially Delete (TV) Completion	Program Measure	F	Notice of Intent to Partially Delete or Direct Final Action Notice.	Published in the <i>Federal Register</i> .	Within 5 working days, but no later than 10 working days.
Action name = Partial NPL Deletion (GR) Completion	Program Measure	F	Notice of Partial Deletion or Direct Final Action Notice.	Published in the <i>Federal Register</i> .	Within 5 working days, but no later than 10 working days.

y. Final NPL DeletionDefinition:

With state concurrence, EPA may delete sites from the NPL when it determines that no further response is appropriate under CERCLA. In making that determination, EPA considers:

- Responsible or other parties have implemented all appropriate response actions required;
- All appropriate Fund-financed response under CERCLA has been implemented, and no further cleanup by responsible parties is appropriate; or
- The remedial investigation has shown that the release poses no significant threat to public health or the environment and, therefore, taking of remedial measures is not appropriate.

Definition of Accomplishment:

The deletion process for the entire site begins when a Notice of Intent to Delete [Action Name = Notice of Intent to Delete] is published in the *Federal Register*. If the Direct Final Process for Deletions is used, the process begins when the Direct Final Action Notice is published in the Federal Register [Action Name = Notice of Intent to Delete].

The deletion process for the entire site [Action Name = Deletion from the NPL] is complete (Actual Complete) when the Notice of Deletion is published in the *Federal Register*. If the Direct Final Process for Deletions is used and the comment period has ended with no adverse comments, the actual completion (Actual Complete) is the effective date of deletion specified in the Direct Final Action Notice.

Start dates are not required for either the Notice of Intent to Delete (NOID) or the Deletion from the NPL actions. The completion of the NOID action signifies the start of the deletion action.

HQ will enter the Final Deletion from the NPL Action and the actual completion dates into [CERCLIS](#). For more detailed information, see OSWER Directive 9320.2-09A-P, "Close Out Procedures for National Priorities List Sites."

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

The Action, Final Deletion from the NPL, will be used whether deletion is accomplished through the Notice of Deletion or the Direct Final Action Notice. When the Notice of Deletion is published or the date of deletion is effective, HQ will change the NPL Status in CERCLIS to "Deleted from Final NPL." This is a program measure.

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentatio n Required	Documentatio n Approval/ Date Requirements	Data Must Be Entered By
Action name = Notice of Intent to Delete (TU) Completion	Program Measure	F	Notice of Intent to Delete or Direct Final Action Notice.	Published in the <i>Federal Register</i> .	Within 5 working days, but no later than 10 working days.
Action name = Deletion from the NPL (ND) Completion	Program Measure	F	Notice of Deletion or Direct Final Action Notice.	Published in the <i>Federal Register</i> .	Within 5 working days, but no later than 10 working days.

z. Site with Land Ready for ReuseDefinition:

Sites with land ready for reuse applies to

- Non-NPL sites where a non-time-critical removal action was performed;
- NPL sites; and
- Superfund Alternative sites.

A site has land ready for reuse when:

- The site or a portion of the site is currently in productive use, such as for commercial, recreational, ecological, residential, or public service purposes; or
- The Agency makes a determination that either: (1) Superfund response actions are unnecessary for the site or portion of the site ready for reuse (as a result of an investigation of the property), and EPA is not currently aware of any potential circumstances or any EPA or state or local restrictions that would make the site conditions not protective for reuse; or (2) the land has been remediated and all physical requirements in the response decision document have been fully implemented and successful (i.e., construction is complete and engineering and institutional controls are in place and operating properly). Please refer to "Guidance for Preparing Superfund Ready for Reuse Determination," OSWER 9365.0-33-d for more information on making risk based reuse decisions. For additional information on this measure, please refer to the "Guidance for Documenting and Reporting the Superfund Revitalization Performance Measures."

Definition of Accomplishment:

A site is considered to have land ready for reuse when a property reuse evaluation has been conducted and the Agency has documented this decision in one or more of the following documents:

- Record of Decision (ROD)
- Interim/Final RA Report
- Preliminary Close-Out Report
- Final Close-Out Report
- Final OSC Report (at the completion of the Removal action)
- Notice of Deletion/Partial Deletion, including Direct Final Notice of Deletion/Partial Deletion
- Five Year Review
- Finding of Suitability to Lease (Federal facilities)
- Finding of Suitability to Transfer (Federal facilities)
- Finding of Suitability to Early Transfer (Federal facilities)

- Ready for Reuse Determination
- Property Reuse Evaluation Checklist

A site has land ready for reuse on the date of the actual completion (as defined in other sections of the SPIM) of the applicable document(s) (e.g., ROD signature date), except Deletion notices. A site has land ready for reuse at the start of the Deletion process (Publication of Notice of Intent to Delete in *Federal Register*). A site may also be ready for reuse on the date the Ready-for-Reuse Determination or Property Reuse Evaluation Checklist is signed by the Regional division director or designee. This date is entered into CERCLIS as the action completion date of these Actions.

The total number of sites with land ready for reuse will be derived using data entered into [CERCLIS](#) on the acres ready for reuse (see the Acres at Sites with Land Ready for Reuse measure).

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

This GPRA reporting measure includes Federal facility and non-Federal facility NPL sites, Superfund alternative sites, and Federal and non-Federal facility non-NPL sites where a non-time critical removal has been conducted. For non-Federal facilities, regions will enter, on a site-specific basis at the Action level, the acres of land ready for reuse with the actual completion date of the appropriate Action (See the Acres at Sites with Land Ready for Reuse measure). Any acres of land ready for reuse that are determined as a result of a decision to delete the site from the NPL are entered with the actual start date of the Deletion Actions. At Federal facilities, the land ready for reuse will continue to be documented in a FOST, FOSL, or FOSET (as defined in Appendix D). The acres ready for reuse are entered in CERCLIS on the FOST and FOSL screens. Headquarters will use that information to derive the number of sites ready for reuse.

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action Name = Ready-for-Reuse Determination (PS)	GPRA APM	EP	Ready-for-Reuse Determination	Signed by Regional division director or designee.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>
Action Name = Property Reuse Evaluation Checklist (UG)	GPRA APM	EP	Property Reuse Evaluation Checklist	Signed by Regional division director or designee.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>

*For other actions that are applicable to Land Ready for Reuse see the appropriate Data Entry Timeliness Requirement.

aa. Acres at Sites with Land Ready for ReuseDefinition:

Acres at sites with land ready for reuse is an estimate of the total land area, reported in acres, that either has been returned to productive use, or is ready for reuse based on the determination that either: (1) Superfund response actions are unnecessary for the site or portion of the site ready for reuse (as a result of an investigation of the property), and EPA is not currently aware of any potential circumstances or any EPA or state or local restrictions that would make the site conditions not protective for reuse; or (2) the land has been remediated and all physical requirements in the response decision document have been fully implemented (i.e., construction is complete and engineering and institutional controls are in place and operating properly). Please refer to "Guidance for Preparing Superfund Ready for Reuse Determination," OSWER 9365.0-33-d for more information on making risk based reuse decisions. For additional information on this measure, please refer to the "Guidance for Documenting and Reporting the Superfund Revitalization Performance Measures."

In addition, the acres at sites with land ready for reuse will be further designated as either ready for *non-residential* use or ready for *residential* uses, **unless the site is a Federal facility**. For further direction on reporting Acres at Sites with Land Ready for Reuse at Federal facilities, see Appendix D of the SPIM: Base Closure Decisions. A site or portion of a site is ready for residential use when response activities for the site/portion of the site are unnecessary or the cleanup goals for the land support residential use. A site or portion of a site is ready for non-residential use when the cleanup goals for the land support other types of use (e.g., industrial, commercial, recreational). **For Federal facility sites**, regions will only be required to report the *total acres* that are ready for reuse.

Definition of Accomplishment:

Regions will report the acres ready for reuse when a property reuse evaluation has been conducted and the Agency has documented this decision in one or more of the following documents:

- Record of Decision (ROD)
- Interim/Final RA Report
- Preliminary Close-Out Report
- Final Close-Out Report
- Final OSC Report (at the completion of the Removal action)
- Notice of Deletion/Partial Deletion, including Direct Final Notice of Deletion/Partial Deletion
- Five Year Review
- Finding of Suitability to Lease (Federal facilities)
- Finding of Suitability to Transfer (Federal facilities)
- Finding of Suitability to Early Transfer (Federal facilities)
- Ready for Reuse Determination
- Property Reuse Evaluation Checklist

Acres are ready for reuse on the date of the actual completion (as defined in other sections of the SPIM) of the applicable document(s) (e.g., ROD signature date), except Deletion notices. A site has land ready for reuse at the start of the Deletion process (Publication of the Notice of Intent to Delete in the *Federal Register*). Acres may also be ready for reuse on the date the Ready-for-Reuse Determination or Property Reuse Evaluation Checklist is signed by the Regional division director or designee.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

This GPRA reporting measure includes Federal facility and non-Federal facility NPL sites, Superfund alternative sites, and Federal and non-Federal facility sites where a non-time critical removal has been conducted. At non-Federal facility sites, when entering the actual completion or actual start date (for Deletion Actions) for the Actions associated

with the Agency documents listed above the region must enter the following information into [CERCLIS](#): (1) the number of acres that are ready for residential reuse; and/or (2) the number of acres that are ready for non-residential reuse. At Federal facilities, regions will only report the *total number of acres* that are ready for reuse. The total number of acres at Federal facilities will continue to be entered on the FOST or FOSL screens. Headquarters will use this information to calculate the total acres of land ready for reuse. The completion and start dates for these Actions, except the Ready-for-Reuse Determination and the Property Reuse Evaluation Checklist, are defined in other sections of the SPIM. The completion dates for the Ready-for-Reuse Determination and the Property Reuse Evaluation Checklist are defined above.

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action Name = Ready-for-Reuse Determination (PS)	GPRA APM	EP	Ready-for-Reuse Determination	Signed by Regional division director or designee.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for</u> the quarter in <u>which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>
Action Name = Property Reuse Evaluation Checklist (UG)	GPRA APM	EP	Property Reuse Evaluation Checklist	Signed by Regional division director or designee.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for</u> the quarter in <u>which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>

*For other actions that are applicable to Land Ready for Reuse see the appropriate Data Entry Timeliness Requirement.

PART IV. ENVIRONMENTAL INDICATORS

bb. Long-Term Human Health Protection Indicator

Definition:

The Long-Term Human Health Protection indicator documents for NPL sites only the progress achieved towards providing long-term human health protection by measuring the incremental progress achieved in controlling unacceptable human exposures at a site. This is a GPRA measure.

"Unacceptable human exposures" are potential exposures associated with complete human exposure pathways that present an unacceptable risk—pathways by which an individual could reasonably be exposed to a hazardous substance, pollutant, or contaminant at levels that could result in injury, disease, or death. Unacceptable human exposures can be controlled by:

- Reducing the level of contamination associated with complete exposure pathways to the point where the exposure is no longer "unacceptable" and
- Controlling or eliminating contaminant migration to human receptors, preventing human receptors from contracting contaminants in-place, or controlling human receptor activity patterns (e.g., by reducing the potential frequency or duration of exposure).

The Progress Categories that describe the level of incremental human health protection achieved at a site are as follows:

- Insufficient data to determine human exposure control status;
- Current human exposures not controlled;
- Current human exposures not controlled but some human exposures control achieved;
- Current human exposures controlled;
- Current human exposures controlled and protective remedy in place; and
- Long-term human health protection achieved.

Definition of Accomplishment:

The criteria for determining the status of long-term human health protection at a site are found in the Environmental Indicators Guidance Manual, the Long-Term Human Health Protection Data Quality Objectives document, and on the Superfund Environmental Indicators Website.

Changes in Definition FY 04/05 - FY 06/07:

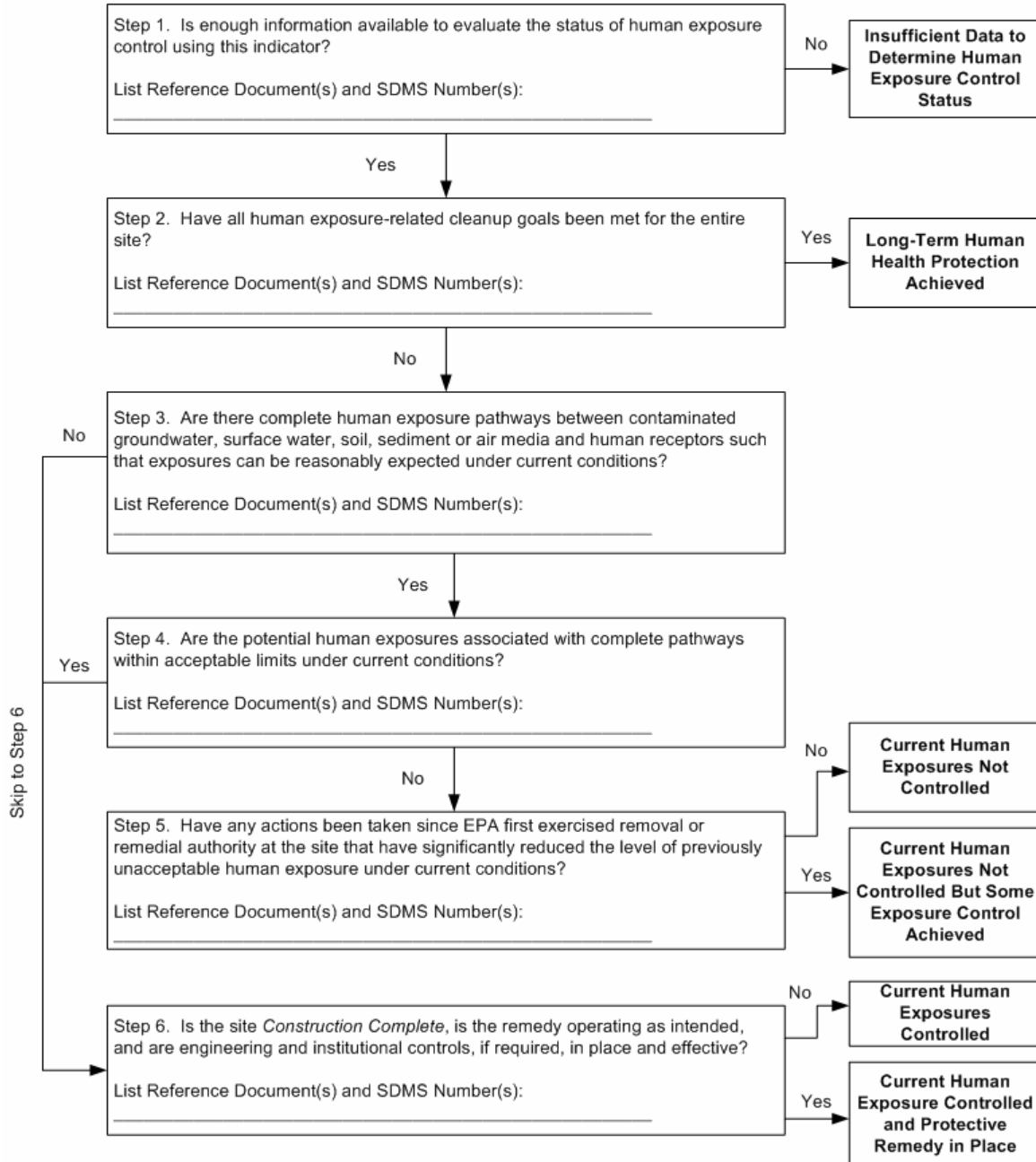
None.

Special Planning/Reporting Requirements:

The Long-Term Human Health Protection worksheet must be completed in CERCLIS and/or reviewed by October 7 of each year to reflect the status at each site as of the end of the prior fiscal year (Program Management/Environmental Indicators).

EXHIBIT B.2.**Superfund Long-Term Human Health Protection Worksheet**

Definition: The Long-Term Human Health Protection EI documents the progress achieved towards providing long-term human health protection by measuring the incremental progress achieved in controlling unacceptable human exposures at a site.



cc. Migration of Contaminated Ground Water Under Control

Definition:

The Migration of Contaminated Ground Water Under Control indicator assesses for NPL sites only whether ground water contamination is below protective, risk-based levels or, if not, whether the migration of contaminated ground water is stabilized and there is not unacceptable discharge to surface water and monitoring will be conducted to confirm that affected ground water remains in the original area of contamination. This indicator is limited to sites with known past and/or present ground water contamination. This is a GPRA measure.

Definition of Accomplishment:

The criteria for determining if groundwater migration is controlled are found in Migration of Contaminated Ground Water Under Control Survey (refer to Exhibit B.3), the Environmental Indicators Guidance Manual, the Long-Term Human Health Protection Data Quality Objectives document, and on the Superfund Environmental Indicators Website.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

The Migration of Contaminated Ground Water survey must be completed and/or reviewed by October 7 of each year in CERCLIS to reflect the status at each site as of the end of the prior fiscal year (Program Management/Environmental Indicators).

EXHIBIT B.3.

Superfund Migration of Contaminated Ground Water Under Control Worksheet

Definition: Is the migration of contaminated ground water from the site being controlled through engineered or natural processes?

Region: _____

State: _____

EPA ID: _____

Site Name: _____

<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Does or did the site have contaminated ground water? </div> <div style="text-align: center; margin-top: -10px;"> No STOP, you do not need to complete the GM EI </div> <div style="text-align: center; margin-top: 10px;"> Yes </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Step 1. Based on the most current data on the site, has all available relevant/significant information on known and reasonably suspected releases to the ground water been considered in this EI determination? Explain Rationale: _____ _____ List Site Reference Document: _____ </div> <div style="text-align: center; margin-top: -10px;"> Yes </div>
Insufficient Data	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Step 2. Is ground water known or reasonably suspected to be “contaminated” above appropriately protective risk-based “levels” (applicable promulgated standards, as well as other appropriate standards, guidelines, or criteria) as a result of a release from the site? Explain Rationale: _____ _____ List Site Reference Document: _____ </div> <div style="text-align: center; margin-top: -10px;"> Yes </div>
Insufficient Data	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Step 3. Is the migration of contaminated ground water stabilized (such that contaminated ground water is expected to remain within “existing area of contaminated ground water”) as defined by the monitoring locations designated at the time of this determination? Explain Rationale: _____ _____ List Site Reference Document: _____ </div> <div style="text-align: center; margin-top: -10px;"> Yes </div>
Insufficient Data	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Step 4. Does “contaminated” ground water discharge into surface water bodies? Explain Rationale: _____ _____ List Site Reference Document: _____ </div> <div style="text-align: center; margin-top: -10px;"> Yes </div>
Insufficient Data	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Step 5. Can the discharge of “contaminated” ground water into surface water be shown to be “currently acceptable” as defined (i.e., not cause unacceptable impacts to surface water, sediments, or ecosystems that should not be allowed to continue until a final remedy decision can be made and implemented)? Explain Rationale: _____ _____ List Site Reference Document: _____ </div> <div style="text-align: center; margin-top: -10px;"> Yes </div>
Insufficient Data	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Step 6. Will ground water monitoring/measurement data (and surface water/sediment/ecological data as necessary) be collected in the future to verify that contaminated ground water has remained within the horizontal (or vertical, as necessary) dimensions of the “existing area” of contaminated ground water? Explain Rationale: _____ _____ List Site Reference Document: _____ </div> <div style="text-align: center; margin-top: -10px;"> Yes </div>
INSUFFICIENT DATA, More Information Needed to Make Determination	<div style="text-align: center; margin-top: 10px;"> Yes YES, Site Does Meet Definition </div>
	<div style="text-align: center; margin-top: 10px;"> No NO, Site Does Not Meet Definition </div>

dd. Populations ProtectedDefinition:

This measure tracks the environmental progress achieved at NPL, Superfund Alternative and non-NPL sites through the protection of human receptors from immediate threats of exposure to contaminated media. The following information will be reported under this measure:

- The number of human receptors protected during removals and remedial actions that result in:
 - Relocation of affected populations; or
 - Provision of an alternate water supply.

Definition of Accomplishment:

Population Protected data is required upon a removal or remedial action start where a population has been either relocated and/or provided an alternative drinking water supply in association with the following actions: Removal; PRP Removal; FF Removal; Remedial Action; PRP RA; FF RA; PRP Emergency Removal; or Initial Remedial Measure.

The following information must be entered into [CERCLIS](#) for each action resulting in a population being relocated or provided an alternative source of drinking water:

- Action - action associated with the population relocation or the provision of alternative drinking water;
- Affected Date - date the population was relocated or provided alternative drinking water;
- Protection Level - level (permanently, temporarily, or returned/reinstated) at which the population was relocated and or provided alternative drinking water; and
- Number Affected- number of people relocated or provided alternative drinking water.

The Populations Protected screen can be accessed through the one of the following: Program Management/Environmental Indicators or the EI icon can be used on the Removal or Remedial schedule when one of the following actions are selected: Removal; PRP Removal; FF Removal; Remedial Action; PRP RA; FF RA; PRP Emergency Removal; or Initial Remedial Measure.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

See Definition of Accomplishment. Population Protected data is required to be updated once per year. Data documenting relocation or provision of alternative drinking water can typically be found in RODs, Action Memoranda, Pollution Reports, Remedial Actions Reports and Close Out Reports. This is a program measure.

ee. Cleanup VolumeDefinition:

This measure tracks the amount of contaminated media that has been treated, stabilized, contained, or removed through the use of risk management technologies, engineering techniques, or institutional controls.

Definition of Accomplishment:

Cleanup Volume data is required in association with a removal action (Removal, PRP Removal, FF Removal) start or complete as defined in the Removal Start and Removal Completion measures or a remedial action (Remedial Action, PRP RA, FF RA, PRP Emergency Removal, Initial Remedial Measure) start or complete as defined in the Start of a Response Action/Activity or Completion of a Response Action/Activity measures.

The following information must be entered into [CERCLIS](#) for each medium addressed by the completed response action:

- Cleanup Date - date contaminated media was addressed
- Media Name - media name as documented in the Add/Edit Media screen and media type
- Original Amount - amount of contaminated media addressed
- Original Unit - volumetric unit of contaminated media

The Cleanup Volumes screen can be accessed through the following: Program Management/Environmental Indicators or the EI icon can be used on the Removal or Remedial schedule when one of the following actions is selected: Removal; PRP Removal; FF Removal; Remedial Action; PRP RA; FF RA; PRP Emergency Removal; or Initial Remedial Measure.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning and Reporting Requirements:

Cleanup Volume data is required to be updated once per year. Data documenting volumes of contaminated media addressed can typically be found in RODs, Action Memoranda, Pollution Reports, Remedial Actions Reports and Close Out Reports. This is a program measure.

PART V. SUPPORT ACTIVITIES**ff. Support Agency Assistance**Definition:

The activities performed by another entity to support an EPA response are support agency assistance. The support agency furnishes necessary data to EPA, reviews response data and documents, and provides other assistance to EPA.

EPA may provide states, political subdivisions, and Indian tribes with funding to carry out a variety of management responsibilities via a support agency Cooperative Agreement to ensure meaningful and substantial involvement in response activities.

Unless otherwise specified in the Cooperative Agreement, all support agency costs, with the exception of RA support agency costs, may be planned under a single Superfund account number designated specifically for support agency activities. RA support agency activities must be planned site-specifically and require cost share provisions.

Definition of Accomplishment:

The start of support agency assistance (Action Name = Management Assistance) is the signature of the Cooperative Agreement by the Regional Administrator or his designee. The completion of support agency assistance is the expiration or termination of the assistance agreement.

Changes in Definition FY 04/05 - FY 06/07:

None

Special Planning/Reporting Requirements:

Funds for support agency assistance are contained in the pipeline operations, enforcement, or Federal facility AOA. Planned and actual start and completion dates are not required in [CERCLIS](#). Funds may be planned or obligated site or non-site and OU specifically; however, they must be outlayed site-specifically. This is a program measure.

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = Management Assistance (MA)	Program Measure	F	<u>Start:</u> Cooperative Agreement. <u>Complete:</u> Expiration or termination of the assistance agreement.	<u>Start:</u> Signed by Regional Administrator or his designee <u>Complete:</u> Expiration or termination of the assistance agreement.	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs.</u> (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)

gg. Technical AssistanceDefinition:

Technical assistance is support provided by a third party to EPA regions to conduct response activities. Third parties that may provide assistance include U.S. Army Corps of Engineers (USACE), U. S. EPA laboratories, U.S. Fish and Wildlife Service, Superfund Technical Assistance and Response Team (START), and Response Action Contracts (RAC) contractors.

Definition of Accomplishment:

The start of technical assistance (Action Name = Technical Assistance) is the obligation of funds for technical assistance. The completion is defined as the completion of the response activities for the stage at which technical assistance was requested.

Changes in Definition FY 04/05 - FY 06/07:

None

Special Planning/Reporting Requirements:

Technical assistance is paid for by the response program and is contained in the pipeline operations AOA. Planned and actual start and completion dates are not required in [CERCLIS](#). Funds may be planned or obligated site-or non-site and OU specifically; however, they must be outlayed site-specifically. This is a program measure.

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = Technical Assistance (TA)	Program Measure	EP, F, S, TR, RP, PS, MR	<u>Start:</u> Obligation of funds.	Not specified	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for</u> the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)

hh. Pre-Design AssistanceDefinition:

Pre-design assistance activities are undertaken by the USACE in preparation for initiating RD activities. This includes:

- Synopsizing RD requirements in the Commerce Business Daily (CBD);
- Developing architect/engineer (A/E) firm pre-selection list;
- Contacting A/E firms on the pre-selection list to ascertain interest in project;
- Developing A/E selection list; and
- Selecting A/E firm.

Definition of Accomplishment:

The initiation of pre-design assistance (Action Name = Design Assistance) is the signature of the IAG by USACE (obligation of funds). The completion of pre-design assistance is the start of RD.

Changes in Definition FY 04/05 - FY 06/07:

None

Special Planning/Reporting Requirements:

Funds for pre-design assistance should be obligated prior to the signature of the ROD. Planned and actual start and completion dates are not required in [CERCLIS](#). Funds may be planned site-or non-site and OU specifically; however, they must be obligated site-specifically. Funds for pre-design assistance are in the pipeline operations AOA. This is a program measure.

Data Entry Timeliness Requirement:

SPIM Action/ Activity	Activity Type	SPIM Lead	Documentation Required	Documentation Approval/ Date Requirements	Data Must Be Entered By
Action name = Design Assistance (DA)	Program Measure	EP, F, S, TR, RP, PS, MR	<u>Start:</u> IAG <u>Complete:</u> Not specified	<u>Start:</u> Signed by USACE <u>Complete:</u> Start of RD	It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered <u>prior to the quarterly pull for the quarter in which the event occurs. (Generally, the quarterly pull occurs on the fifth business day following the end of FYQ1, FYQ2 and FYQ3, and on the tenth business day following the end of FYQ4.)</u>

B.C. SUBJECT MATTER EXPERTS

The following table identifies the subject matter experts for Appendix B Response Actions.

EXHIBIT B.4. SUBJECT MATTER EXPERTS

Subject Matter Expert	Subject Area	Phone #
Richard Jeng	Construction Completion	703-603-8749
Rich Norris	Environmental Indicators	703-603-9053
Mary Bell	Enforcement	202-564-2256
Brendan Roache	Federal facilities	703-603-8704
Tracey Seymour	Federal facilities	703-603-8712
Robin M. Anderson	Final Remedy Selected/ RODs/ESDs/ORCs/ROD Amendments	703-603-8747
Emily Johnson	Five Year Reviews	703-603-8764
Jeff Heimerman	Innovative Technology	703-603-7191
Michael Bellot	Institutional Controls	703-603-8905
Tracy Hopkins	Post-Construction	703-603-8788
Jennifer Hovis	Post-Construction	703-603-8888
John J. Smith	Remedial Implementation	703-603-8802
Phyllis Anderson	Remedial Lead	703-603-8971
Robert White	Response Appendix Coordinator	703-603-8873
David E. Cooper	Risk Assessment	703-603-8763
Charles Sands	RODs/Remedy Selection	703-603-8857
Janet Weiner	Superfund Redevelopment/GPRA	703-603-8717
Melissa Friedland	Superfund Redevelopment	703-603-8864

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